

Board Appointment Introduction

Date: [Insert Date]

[Recipient's Name]

[Recipient's Title]

[Company/Organization Name]

[Address]

[City, State, Zip Code]

Dear [Recipient's Name],

We are pleased to announce your appointment to the Board of Directors of [Company/Organization Name], effective [Start Date]. Your extensive experience in [relevant field/industry] and your commitment to [specific values or missions] make you an excellent addition to our board.

During your tenure, we look forward to your contributions in steering our organization towards achieving its strategic goals and fostering [specific objectives, e.g., innovation, growth, community outreach].

Please find attached the official appointment letter and the board member handbook, which contains important policies and guidelines.

Congratulations on this appointment. We are excited to have you on board and look forward to working together.

Best regards,

[Your Name]

[Your Title]

[Company/Organization Name]

[Contact Information]