

Board Appointment Notification

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Address]

Dear [Recipient's Name],

We are pleased to inform you that you have been appointed as a member of the Board of Directors of [Company Name], effective [Start Date]. Your experience and expertise will be invaluable as we continue to advance our mission and goals.

Please confirm your acceptance of this appointment by [Confirmation Deadline]. A formal meeting will be scheduled to discuss your responsibilities and the board's objectives.

Congratulations, and welcome aboard!

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Address]

[Contact Information]