

Welcome to the Board

[Date]

[Name]

[Address]

[City, State, Zip]

Dear [Name],

On behalf of the Board of Directors of [Organization Name], I would like to extend a warm welcome to you as a new member of our board. We are excited to have you join us and contribute your unique skills and perspectives.

Your experience in [mention relevant expertise or background] will be invaluable as we continue our mission to [briefly state the mission or goals of the organization].

Please find enclosed documentation pertaining to our bylaws, meeting schedules, and key initiatives. I encourage you to review them ahead of our first board meeting on [date of the first meeting].

Thank you for accepting this important role. We look forward to working together to make a positive impact.

Sincerely,

[Your Name]

[Your Title]

[Organization Name]

[Contact Information]