

Board Position Confirmation Letter

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Address]

Dear [Recipient's Name],

We are pleased to confirm your appointment to the Board of Directors for [Organization Name], effective [Start Date]. Your dedication and expertise in [relevant field or experience] will be invaluable to our mission.

As a board member, you will be responsible for [briefly outline responsibilities]. We anticipate your contributions will greatly assist us in achieving our objectives.

Please sign and return a copy of this letter to indicate your acceptance of the position. If you have any questions, feel free to reach out to me at [Your Phone Number] or [Your Email].

Welcome to the team!

Sincerely,

[Your Name]

[Your Position]

[Organization Name]

[Organization Address]