

Executive Board Addition

Date: [Insert Date]

To: [Insert Name]

Position: [Insert Position]

Company/Organization: [Insert Company/Organization Name]

Dear [Insert Name],

I am pleased to inform you that the Executive Board of [Insert Company/Organization Name] has unanimously agreed to extend an invitation for you to join our board.

Your expertise in [Insert Relevant Expertise/Field] and your commitment to [Insert Relevant Values/Goals] will be invaluable as we seek to advance our mission and achieve our strategic objectives.

We believe that your leadership will greatly benefit our team and our stakeholders.

Please let us know your availability for an introductory meeting, so we can discuss your role and the vision of the board moving forward.

Congratulations and welcome aboard!

Sincerely,

[Insert Your Name]

[Insert Your Position]

[Insert Company/Organization Name]

[Insert Contact Information]