

Welcome to the Board of Directors

Dear [New Board Member's Name],

We are thrilled to welcome you to the Board of Directors at [Organization Name]. As part of your induction, we have organized an orientation session to help you acclimate to your new role.

Orientation Details

Date: [Date]

Time: [Time]

Location: [Location or Virtual Link]

Agenda

- Welcome Remarks
- Introduction to Board Members
- Overview of Organization and Mission
- Responsibilities and Expectations of Board Members
- Q&A Session

Please confirm your attendance by [RSVP Date]. Should you have any questions prior to the orientation, feel free to reach out to me directly.

We look forward to working with you as we continue to advance the mission of [Organization Name].

Warm regards,

[Your Name]

[Your Position]

[Organization Name]

[Contact Information]