

Contract Offer Letter

Date: [Insert Date]

[Recipient Name]
[Recipient Address]
[City, State, Zip Code]

Dear [Recipient Name],

We are pleased to extend an offer for you to join the Board of Directors of [Company Name]. We believe your knowledge and experience will provide valuable insight and guidance to our organization.

Position Details

Position: Board Member
Term: [Insert Term Length]
Compensation: [Insert Compensation Details]

Responsibilities

Your duties will include, but are not limited to:

- Participating in board meetings
- Providing strategic direction
- Reviewing financial statements

Acceptance

Please sign and return a copy of this letter by [Insert Deadline]. We look forward to having you as part of our board.

Sincerely,
[Your Name]
[Your Position]
[Company Name]
[Company Address]

[Recipient Name]

Date: _____