

Executive Board Member Engagement Letter

Date: [Insert Date]

[Recipient Name]

[Recipient Title]

[Company/Organization Name]

[Address Line 1]

[Address Line 2]

Dear [Recipient Name],

We are pleased to extend an offer for you to join the Executive Board of [Company/Organization Name] as a valued member. Your expertise and insights will be instrumental in guiding our strategies and initiatives.

As a board member, your involvement will entail attending quarterly board meetings, participating in strategic planning sessions, and offering your expert advice on community engagement and organizational governance. You will also be invited to special events and functions held by the organization.

This engagement will commence on [Start Date] and will continue for a term of [Specify Term Duration], with the option for renewal upon mutual agreement.

Please confirm your acceptance of this offer by signing below and returning a copy of this letter by [Response Deadline Date].

We look forward to your positive response and to working together to advance the mission of [Company/Organization Name].

Sincerely,

[Your Name]

[Your Title]

[Company/Organization Name]

[Contact Information]

Accepted by:

[Recipient Name]

[Date]