

Governance Board Appointment Letter

Date: [Insert Date]

[Employee Name]

[Employee Address]

[City, State, Zip Code]

Dear [Employee Name],

We are pleased to inform you that you have been appointed as a member of the Governance Board at [Organization Name]. Your term will commence on [Start Date] and will last for [Duration].

As a board member, you will be responsible for [briefly outline responsibilities]. In addition, you are expected to participate in board meetings, contribute to strategic planning, and ensure compliance with our organizational policies.

Please confirm your acceptance of this appointment by signing and returning this letter by [Acceptance Deadline]. If you have any questions, feel free to reach out to [Contact Person] at [Contact Information].

We look forward to your positive response and to working together in guiding the future of [Organization Name].

Sincerely,

[Your Name]

[Your Title]

[Organization Name]

[Contact Information]

Acceptance:

I, [Employee Name], accept the position on the Governance Board as outlined above.

Signature: _____ Date: _____