

[Date]

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

Dear [Director Name],

On behalf of the Board of Directors of [Organization Name], I am pleased to formally welcome you as our newest board member. You have been appointed to fill the current vacancy for the remainder of the [Year] term, effective [Start Date].

Your professional background and expertise were identified as key assets to our organization. We are confident that your contributions will be instrumental in helping us achieve our mission of [Mission Statement].

To help you get started, we have scheduled an orientation session on [Date] at [Time] via [Location/Platform]. During this time, you will receive our board member handbook, recent financial reports, and the current strategic plan.

You have been assigned to the [Committee Name] Committee. Our next full board meeting is scheduled for [Date] at [Time].

We are excited to have you join the team. If you have any questions prior to our orientation, please feel free to contact me at [Phone Number] or [Email Address].

Sincerely,

[Your Name]  
[Your Title/Board Chair]  
[Organization Name]