

[Date]

[Recipient Name]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

On behalf of the Board of Directors and the entire leadership team at [Organization Name], it is my pleasure to officially welcome you as a new member of our Board.

Your expertise and commitment will be invaluable as we work together to achieve our mission and strategic goals. We are confident that your contributions will have a significant impact on our future success.

To assist with your transition, we have scheduled your formal orientation for:

- **Date:** [Orientation Date]
- **Time:** [Start Time] to [End Time]
- **Location:** [Physical Address or Virtual Link]

During this session, we will review our organizational structure, financial health, current strategic plan, and board governance policies. Attached to this letter, please find your Board Onboarding Packet, which includes:

- Board Member Handbook
- Current Bylaws and Articles of Incorporation
- Most recent Financial Audit and Annual Report
- Calendar of upcoming Board and Committee meetings

Our Board Secretary, [Secretary Name], will follow up with you shortly to coordinate any necessary administrative paperwork and provide access to our secure board portal.

We look forward to your participation and fresh perspective. Welcome to the team.

Sincerely,

[Your Name]

[Your Title/Board Chair]

[Organization Name]