

[Date]

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

Dear [Director Name],

Congratulations on your election to the Board of Directors of [Organization Name]. On behalf of the entire Board and staff, we are pleased to welcome you to the leadership team for the [Year] term.

Your expertise and commitment will be vital as we work toward our mission of [Mission Statement/Goal]. We look forward to the unique perspective you will bring to our upcoming initiatives.

To help you get started, we have scheduled a Board Orientation on [Date] at [Time] via [Location/Platform]. During this session, we will review our current strategic plan, financial reports, and governance policies.

Enclosed/Attached you will find the following documents for your review:

- Board Member Handbook
- Calendar of Upcoming Meetings
- Current Board Roster
- Conflict of Interest Disclosure Form

Please sign and return the disclosure form by [Deadline Date]. If you have any immediate questions, please feel free to contact [Name/Title] at [Phone/Email].

We look forward to your participation and to a productive year ahead.

Sincerely,

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