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Board Member Appointment Letter

[YOUR COMPANY NAME]

[YOUR COMPANY ADDRESS]

[YOUR COMPANY NUMBER]

October 16, 2050

Rocky Orn

Houston, TX 77001

Dear Rocky Orn,

On behalf of the Board of Directors at [YOUR COMPANY NAME], I am pleased to formally welcome you as a new member of our board, effective November 1, 2050. We are excited about the expertise and insights you bring to our organization and believe that your contributions will be invaluable as we strive to achieve our mission.

As a board member, you will play a critical role in overseeing our strategic direction, ensuring financial health, and upholding the values that guide our organization. Your term will begin on November 1, 2050, and will continue for a period of three years, subject to renewal as outlined in our bylaws.

In preparation for your role, I encourage you to review our organization's mission, values, and current initiatives. Attached to this letter, you will find our latest strategic plan and financial reports, which provide further context for our ongoing work. Additionally, please familiarize yourself with our board governance policies, which are essential for effective board functioning. We will hold our next board meeting on November 15, 2050, and I look forward to your participation. This meeting will be a great opportunity for you to meet fellow board members and gain insights into our current projects and initiatives.

Please feel free to reach out to me directly at [YOUR EMAIL] if you have any questions or need further information as you transition into this important role. We are here to support you and ensure you have all the resources you need for a successful start.

Once again, welcome to the board! We are excited to have you on our team and look forward to working together to further our goals at [YOUR COMPANY NAME].

Warm regards,

[YOUR NAME]

Chairperson

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Lingjun Ying



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