

Date: [Insert Date]

To: [Recipient Name]
[Recipient Title]

Subject: Invitation to Join the Human Resources Executive Committee

Dear [Recipient Name],

It is my pleasure to formally invite you to serve as a member of the Human Resources Executive Committee for [Company Name].

The committee is responsible for overseeing strategic workforce planning, executive compensation, organizational culture initiatives, and high-level policy approvals. Given your expertise and leadership within the organization, we believe your contribution will be vital to our success.

The committee is scheduled to meet [Frequency, e.g., once per month] on [Day of the week] at [Time]. The first meeting will take place on [Date] in [Location/Online Link].

Please confirm your acceptance of this invitation by [Deadline Date]. If you have any questions regarding the committee's mandate or your specific role, please let me know.

We look forward to working with you.

Sincerely,

[Your Name]
[Your Title]
[Company Name]