

[Date]

[Executive's Full Name]

[Home Address]

[City, State, Zip Code]

Dear [Executive's Name],

On behalf of the Board of Directors, I would like to officially welcome you to [Company Name] as our new [Job Title].

The Board was impressed by your leadership experience and your vision for the future of our organization. We are confident that your expertise will be instrumental in driving our strategic goals and leading our team to new heights of success.

We view the relationship between the Board and the executive leadership as a partnership. Our goal is to provide you with the support and resources necessary to execute our mission effectively. We look forward to your insights and to working closely with you during this transition period and beyond.

We have scheduled a formal introduction meeting on [Date] at [Time] to discuss our immediate priorities and how we can best support your start.

Welcome to the team. we are excited to begin this journey together.

Sincerely,

[Name]

Chairman of the Board

[Company Name]