

Quick Welcome Message Before First Meeting

Subject: Welcome Aboard – See You at the Meeting!

Dear [New Member's Name],

Just a quick note to officially welcome you to the Board of Directors. We're thrilled to have you join us and can't wait for you to bring your ideas and energy to the table.

Our next meeting is on [date/time] at [location/online link]. We'll make sure you're introduced to everyone and given the materials you need to get up to speed. No pressure – just bring yourself and your enthusiasm.

Looking forward to seeing you soon!

Best,

[Board Member's Name]

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