Date:

To,

[Receiver Name]

[Receiver Address]

Subject: Invitation Letter to Join Advisory Board

Dear Sir/Madam:

I am honored to write this letter to you as on behalf of **[name of “*Company*”],** I am offering you to join the Advisory Board of **[name of “*Company*”],** such service on the Advisory Board commencing as of **[mention Date]** and terminating not later than [**mention Date**]. Membership on the Company’s Advisory Board is completely terminable “at-will”. As a result, both you and the Company have all the rights to terminate the relationship at any time, for any reason or for no reason.

Our company **[name of “*Company*”]** is one of the leading companies in **[mention the field e.g, IT]** sector. Established on **[mention the Date of Foundation of Company],** our company provides the best quality experience to our customers. With more than **[number of employees],** we are looking forward to expand our operations globally in coming few years. Our core princple of business is providing quality service.

In accepting this offer, you are representing to us that:

1. you will be unawareof any conflict which would restrict your service on the Advisory Board and
2. you will not provide the Company with any documents, records, or other confidential information belonging to other parties.

This letter sets forth the entire compensation you will receive for your service on the Advisory Board. This offer is also contingent upon your execution of the attached Non-Disclosure Agreement attached hereto as Exhibit A. Nothing in this letter or the Non-Disclosure Agreement should be construed as an offer of employment or a seat on the Company’s Board of Directors.

If you agree to the terms and conditions of this offer and willing to accept this offer to serve on our company’s advisory board, make sure to sign the letter in the space given below. Thank you for your precious time.

Yours Sincerely,

[Sender Name & Designation]

[Sender Address]

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| --- | --- | --- |
| *Accepted and agreed:* | | |
|  |  | |
| Signature: |  |  |

|  |  |  |
| --- | --- | --- |
|  |  |  |
| Date: |  |