**Simple Board Resolution Letter**

**[Company/Organization Name]**

**[Company/Organization Address]**

**[City, State, Zip Code]**

**Date: [Insert Date]**

**To:  
[Recipient's Name or Institution]  
[Recipient's Address]  
[City, State, Zip Code]**

**Subject: Simple Board Resolution**

**Dear [Recipient's Name],**

**I am writing to inform you that the Board of Directors of [Company/Organization Name] convened on [meeting date] and unanimously passed the following resolution:**

**Resolution:**

**The Board approves the [specific action or decision, e.g., purchase of new software, hiring of a new executive].**

**Be it resolved that:**

1. **The company shall proceed with the [action/decision].**
2. **[Name], [Position], is tasked with overseeing the implementation.**

**This resolution is effective immediately and shall be implemented according to the timelines discussed in the meeting.**

**Please contact me at [Your Contact Information] should you require any further details or documentation.**

**Sincerely,**

**[Signature]  
[Printed Name of Secretary or Authorized Officer]  
[Title]  
[Date]**