

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]