

SAMPLE MEMBER APPOINTMENT LETTER (with certificate)

LETTERHEAD

Current Date:

Name:

Address:

Dear:

Thank you for accepting your appointment to the _____ Advisory Committee of Loyalist College as noted on the enclosed certificate.

I am very pleased that Loyalist will have the benefit of your experience and expertise in our task of providing quality training and education.

I appreciate your commitment to Loyalist and its students, and look forward to your contribution to ensure that Loyalist will continue to meet its goals and the needs of our wider community.

Sincerely yours,

President

Encl. (Advisory Committee Policy/Procedures and College Calendar/and Certificate)

cc. Chair, Advisory Committee

School Dean or Chair

Vice-President, Academic