

SAMPLE MEMBER RESIGNATION OR COMPLETED TERM LETTER - November 2000

LETTERHEAD

Current Date

Name
Address

Dear

I have been notified that your term has come to an end (or that you have resigned) as a member of the _____ Advisory Committee.

Your involvement over the past ____ years has been appreciated by Loyalist College and its students.

We are fortunate to have dedicated people who are willing to devote their talents and energies to the important task of aiding Loyalist in its efforts to meet student, employer and community needs.

Loyalist considers its former Advisory Committee members as continuing members of the wider Loyalist community, and we would appreciate any future comment or suggestions that you may have.

Thank you very much.

Sincerely yours,

President

cc. Chair, Advisory Committee
School Dean or Chair
Vice-President, Academic