**Appointment Letter**

Date

Committee Member

Title

ABC Company

123 Alphabet St.

Thunder Bay, ON X0X X0X

Dear Committee Member:

On behalf of the Board of Governors of Confederation College, I am pleased to confirm and approve your appointment to the [Program Name] Program Advisory Committee. Thank you for your willingness to serve on this committee.

It is reassuring to know that dedicated individuals like you are committed to helping the College to fulfil its mission to serve the community by providing valuable educational advice and consultation.

For your reference, the Program Advisory Committee Orientation Package is available here: [Program Advisory Committee Orientation Package](https://www.confederationcollege.ca/sites/default/files/images/program_advisory_committee_orientation_package.pdf), or on our website.

The college community and I look forward to working closely with your committee and seeking your expertise to ensure that the program remains current, relevant, and aligned with the needs of our learners and industry partners.

Sincerely,

Michelle Salo, CPA, CGA

President

cc: *xxxxxx*, Coordinator