**Retirement**

Date

Committee Member

Title

ABC Company

123 Alphabet St.

Thunder Bay, ON X0X X0X

Dear Committee Member:

I understand that you have recently retired and will no longer be serving on the [Program Name] Program Advisory Committee. On behalf of the Board of Governors, the staff, and the students at Confederation College, I would like to extend our sincere gratitude for the valuable contributions you have made to the committee since your appointment.

I am certain that you will continue to follow the growth of Confederation College with great interest, and I wish you all the best in your retirement.

Sincerely,

Michelle Salo, CPA, CGA

President

cc: *xxxxxx*, Coordinator