**Transfer Letter**

Date

Committee Member

Title

ABC Company

123 Alphabet St.

Thunder Bay, ON X0X X0X

Dear Committee Member:

It has come to my attention that you have been transferred from Thunder Bay and will need to resign from 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 express our sincere appreciation for the valuable contributions you have made to the committee's work.

I am confident that you will continue to follow the future growth of Confederation College with great interest, and I take this opportunity to wish you every success in your future endeavors.

Sincerely,

Michelle Salo, CPA, CGA

President

cc: *xxxxxx*, Coordinator