## Template letter for successful appointment

Date

Dear [name]

I am pleased to inform you that you have been appointed to serve as a volunteer member of the [X] Committee as [role]. On behalf of the URC, I extend my warmest congratulations and gratitude for your willingness to contribute your time and talents   
to our community.

Your appointment is effective from [start date] and will continue until [end date],   
unless otherwise specified. As a member of the [X] Committee as [role], you will be responsible for [brief description of duties or responsibilities].

We believe that your skills, experience, and dedication will greatly benefit our committee and help us achieve our goals. Your commitment to service is commendable, and we are confident that you will make valuable contributions.

Please find attached a document outlining the terms and conditions of your appointment/ volunteer agreements, including any relevant policies or guidelines. If you have any questions or require further information, please do not hesitate to contact me.

Once again, congratulations on your appointment, and thank you for your commitment to our committee and the URC. We look forward to working with you and achieving great things together.

Kind regards,

[Name/title]