[Date]

[Co-chair name]

[address]

Dear [name],

We write to thank you for agreeing to serve as a co-chair of the [name of subcommittee] which is part of the Working Group on Support Staff Issues (WG). Your service is effective [start date] for a two-year term that will end on [two years from start date].

We are looking forward to working with you, and we trust your contributions will be able to serve the WG in this important way.

Sincerely,

[current] [current]

Senior Co-Convener Junior Co-Convener

cc [current HR laison]

[current VP for HR] and/or [Assistant to VP for HR]