

COLLEGE OF …..

118 College Drive #5002 | Hattiesburg, MS 39406-0001

Phone: 601.266.xxxx | Fax: 601.266.xxxx | e-mail@usm.edu | www.usm.edu

Date

Addressee Name

Company Name

Department

123 Main Street

Anywhere, USA 12345

Dear Addressee:

I would appreciate your accepting appointment as a member (or chair) of the search committee for (position). Each member is expected to attend all committee meetings, to carefully review all applications, and to assist with credential and background checks. The Committee Chair will schedule committee meetings and interview schedules and will coordinate the activities of the committee. Please remember that committee deliberations and recommendations are confidential and may not be shared with anyone outside of the committee at any time. A copy of the confidentiality agreement may be found on the Office of the Provost website.

Your participation is essential to the success of the search process. Search committee work is among the most important services a campus community member can provide. I look forward to your acceptance of the appointment.

To indicate your acceptance, please respond to this email by \_\_\_\_\_\_\_\_\_\_\_\_\_

Sincerely,

Your Name

Your Title