

Student organization leadership confirmation

Subject: Congratulations - Student Organization Leadership Position

Hey [Student Name]!

I'm thrilled to confirm your appointment as [Position Title] for [Organization Name] for the [Academic Year]!

Your new role includes:

- [Key responsibility 1]
- [Key responsibility 2]
- [Key responsibility 3]

Term Duration: [Start Date] to [End Date]

Meeting Schedule: [Details]

Your passion and leadership skills made you the perfect choice for this position. I'm excited to see the positive changes you'll bring to our organization.

The first leadership team meeting is scheduled for [Date] at [Time]. We'll discuss upcoming events and your specific role responsibilities.

Can't wait to work with you this year!

Cheers,

[Name]

[Current President/Advisor]

[Organization Name]

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