

# Sample Appointment Letter

(DATE)

MEMORANDUM FOR *(Name of Volunteer/s)*

SUBJECT: Designation of *(Name of Position/s)*

1. This is to confirm the appointment as of ( Name/s) of (position) of Unit Family Readiness Group for a period of one year (or whatever time period your FRG has agreed upon) beginning (date).
2. Your activities as (position) must be in accordance with AR 608-1 and the Joint Ethics Regulation. Your Point of Contact on my staff is SSG John Doe (if a liaison is appointed).
3. Please accept my sincere thanks for volunteering for this position, a most important duty for our Family Readiness Group.

(Commander's Signature Block)

Copy furnished:  
(Liaison) SSG John Doe