

Sunsetting a Workgroup/Task Force/Committee in Higher Education

Dear [XXX Workgroup/Task Force/Committee],

Thank you for your valuable service as members of the [XXXX workgroup/task force/committee]. We sincerely appreciate your dedicated efforts through past [XXX weeks/months/years] as we [state the goal of the committee].

Your collective expertise and knowledge has culminated in recommendations in the [XXX workgroup/task force/committee]'s final report. The [guidance/values/principles/recommendations] established in these documents will inform the development of [new policy/processes/best practices/program/initiative].

As we conclude the work of these groups, we thank you for your valuable contributions to this process and for your continued service in support of [our division/unit/school/institution/campus/university].