

Role Assignment for Strategic Planning Group

Date: [Insert Date]

Dear [Recipient's Name],

We are pleased to inform you of your assignment to the Strategic Planning Group at [School Name]. This group will play a crucial role in shaping the future of our school.

Your Assigned Role:

Role: [Role Title]

Responsibilities:

- [Responsibility 1]
- [Responsibility 2]
- [Responsibility 3]

Group Members:

- [Member Name 1] - [Role]
- [Member Name 2] - [Role]
- [Member Name 3] - [Role]

Please confirm your acceptance of this role by [Insert Date]. We look forward to your contributions to our strategic planning efforts.

Warm regards,
[Your Name]
[Your Position]
[School Name]