

Participation Criteria for Contributors

Date: [Insert Date]

To: [Contributor's Name]

From: [Your Organization's Name]

Subject: Participation Criteria for Contributors

Dear [Contributor's Name],

We are pleased to inform you about your participation in our upcoming project. To ensure a productive collaboration, we have established the following participation criteria for all contributors:

Participation Criteria

- **Commitment:** Contributors must dedicate a minimum of [specific hours] per week.
- **Expertise:** Contributors should have relevant skills and experience in [specific fields or topics].
- **Collaboration:** Contributors are required to communicate regularly and actively participate in team meetings.
- **Respect and Inclusivity:** Contributors must maintain a respectful and inclusive environment for all team members.
- **Deadlines:** Contributors must adhere to project deadlines and deliverables.

We appreciate your willingness to contribute to our project and believe that your participation will be valuable. If you have any questions about the criteria outlined above, please do not hesitate to reach out.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Job Title]

[Your Organization's Name]

[Contact Information]