

# Notification of Role Assignment for Commencement Ceremony

Date: [Insert Date]

Dear [Recipient's Name],

We are pleased to inform you that you have been assigned the role of [Role] for the upcoming Commencement Ceremony scheduled for [Date of Ceremony]. Your contributions will be invaluable to the success of this significant event.

Please prepare for your responsibilities as outlined below:

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

Further details regarding the event will be shared with you as we approach the date. Thank you for your willingness to contribute to this important occasion.

Best regards,  
[Your Name]  
[Your Position]  
[Your Institution]