

[Mention the name of the Sender]

[Mention the designation of the sender in the Student Council]

[Mention the full name of the Student Council committee]

[Mention the name of the school or university]

[Mention the address of the School or university]

[Date]

To,

[Mention the name of the recipient]

[Mention the grade or semester of the recipient]

Subject- Appointment Letter to Mr. /miss. [mention the Name of The Recipient]

Hello [Mention the name of the recipient]

We are very gratified to let you know that this letter is being written solely to let you know that we have selected you as our new member in the student council of the [mention the name of the student council] at the [mention the name of the School/university].

We are acknowledged for your results in each grade/semester and are delighted to offer you this huge opportunity.

We know that you are very vocal about the daily concerns of the students in your school/university, and this is what we had actually expected from the new member of this council. We have always seen how enthusiastic you are in your work and how you know to motivate your peers in a certain duty or work.

We would also like to praise the views you stated during the screening process through this letter. The president of the student council is very impressed with your caliber and is looking forward to working with you to better the students.

As you must know, this job is part-time and will run according to your class schedule thus; you are requested to submit a copy of your class schedule so that we can keep it in the record and arrange all the meetings and greetings accordingly.

Here in this council, you will be paid an amount of [mention the amount], which you can opt for a scholarship that we will pay you at one time. You are also requested to submit a signed copy of your appointment letter by [mention the time].

Please note- we will be giving you a pair of student council T-shirts, which you will have to wear during working hours. Further, we hope for a better future ahead!

Sincerely,

[Mention the name of the sender with the original signature]

[Mention the contact details or the email address of the Sender].