



[Recipient name]

Address]

Date

Subject: *****

Dear Ms/Mr/Mrs/Dr_____,

I can't believe one month has already passed, and it is time for you to take your leave. Despite being a temporary member, replacing Cody, you have been invaluable to the committee. I would like to take this opportunity to express just how grateful I am for all your work on the committee.

Setting up a music festival during these times we live in is no small feat and requires a lot of coordination and teamwork. You have been pivotal in establishing open communication across the committee, which has increased our efficiency. Since day 1, you have been working hard to solve our communication gaps by setting up meetups and team chilling times.

In just a month, you have become an integral part of the team, and I would like to see you stay. I realize you have prior commitments, but I was wondering if you would just stay as an ancillary member of the committee? We can grab a coffee to discuss the terms if you are interested.

Yours sincerely,

[Your name,

Address]