**APPENDICES**

G. *Template letter informing Trustees/Patrons advising of* ***Appointment of the Principal/Deputy Principal***

Anywhere Community School Co. Anywhere

Dear TRUSTEES/PATRONS,

I wish to advise that following the completion of the selection process, the board of management, at the meeting of \*th \*\*\*\*\*\*\*\*\*\*\*\*, approved the appointment of Mr/Ms/Mrs \*\*\*\*\*\*\* \*\*\*\*\*\*\*\*\*\*\* as PRINCIPAL/DEPUTY PRINCIPAL effective from \*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*

The Board wishes \*\*\*\*\*\*\*\*\*\*\* \*\*\*\*\*\*\*\*\*\* well in his/her role. Yours sincerely,

Secretary/Chairperson Board of Management

**33**