IRB MEMBER THANK YOU

July 1, 2019

*<Name of IRB Member>*

*<Address of IRB Member>*

*<Phone Number of IRB Member>*

*<Fax Number of IRB Member>*

*<Email Address of IRB Member>*

Dear *<Hailing of IRB Member>*:

On *<resignation date>* your appointment on IRB *<if there is more than one IRB, indicate the specific IRBs to which the IRB member is being removed, such as “IRB-03” and indicate which IRBs the individual currently remains a member>* officially ended.

We appreciate the time and energy you have committed to this important endeavor.

Sincerely,

*<Organizational Official or designee of the Organizational Official>*

cc: *<Chairman or Supervisor of the IRB Member>*