IRB MEMBER APPRECIATION

July 1, 2019

*<Name of Chairman or Supervisor of the IRB Member>*

*<Address of Chairman or Supervisor of the IRB Member>*

*<Phone Number of Chairman or Supervisor of the IRB Member>*

*<Fax Number of Chairman or Supervisor of the IRB Member>*

*<Email Address of Chairman or Supervisor of the IRB Member>*

Dear *<Hailing of Chairman or Supervisor of the IRB Member>*:

I write this letter to inform you of the contributions of *<Hailing of IRB Member>* as a member of this organization’s IRB.

This IRB meets for about *<number of hours>* each *<period of meeting>*. Each member is expected be prepared in advance of the meeting, which in general takes about *<number of hours>* for each meeting. The contribution of *<Hailing of IRB Member>* is evaluated each year and this year’s evaluation indicated that *<his/her>* performance as an IRB member was *<excellent/good>*. We appreciate the time and energy this individual has committed to this important endeavor.

We hope that you will put this letter in this individual’s personnel file and take this information into consideration when conducting annual performance reviews.

Sincerely,

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

cc: *<IRB Member>*