



2315 Stockton Boulevard
Sacramento, California 95817

Date: _____

Subject: Career Ladder Committee Attendance

The purpose of this letter is to thank _____ for participating in
the _____ Committee.

_____ has been a member of the committee since

The Committee is responsible for _____

The Committee meets _____ and
_____ has attended 75% of meetings over the past 6 months.

Additional comments: _____

Sincerely,

Signed: _____

Name: _____

Title:
