<dd-mm-yyyy>

<name and designation>

<address>

Dear <name>

We are pleased to inform you that you have been appointed by the undersigned to be a **Member** of the MMMC-RERC.

As a member of the committee, you will be tasked to review the informed consent form and the ethical soundness and related issues of the study protocol related to your specialty. This is in line with the primary function of MMMC-RERC which is to perform ethical review of submitted research proposals and to make appropriate recommendations to ensure the safety of human participants recruited into a study.

If you accept the nomination, you will be appointed for a period of **3 years *effective (date and year)* ,** with no prejudice to the possibility of re-appointment.

The terms of reference for your appointment are as follows:

*(INSERT FUNCTION AS APPROPRIATE)*

Kindly signify your agreement to this appointment by signing in the space provided below, date your signature and return one copy of this letter to the MMMC-RERC Administrative Staff. Should you have any questions regarding this letter, you may visit the MMMC-RERC Administrative Staff for assistance.

Thank you and our best regards.

Respectfully yours,

<TITLE, NAME, SURNAME> and <SIGNATURE>

President, Mary Mediatrix Medical Center

Date <dd/mm/yyyy>

CONFORME:

<TITLE, NAME, SURNAME> and <SIGNATURE>

Date <dd/mm/yyyy>

NOTED BY:

<TITLE, NAME, SURNAME> and <SIGNATURE>

CHAIR, MMMC-RERC

Date <dd/mm/yyyy>