

Example Employer Release Form for Youth

Date

To Whom It May Concern,

This letter is to justify the absence of (name of board member here) from work on (add date here) to attend the regular (add meeting frequency here) (add name of meeting here) meeting. (First name of board member) is a youth member of the (add board name here). This board is comprised of citizens of Colorado, system professionals, and youth members who (add selection procedure here) and charged with the responsibility of (add board goal here).

Membership on the Board provides (name of board member here) with the opportunity to meet leaders in the (add area of focus here) field and to participate in making policy and fiscal decisions about (area of focus of board here).

If you have any questions, please feel free to contact me.

Sincerely,

Board Chair Name
Board Name
Contact Information

Add any links here for more information about the board or meeting: <http://www:...>