

Activity 9

Thank you email template





What?



The purpose of this activity is to ensure that everyone who applies to become a board member of your organisation is thanked.

Why?



As people who have shown an interest in your organisation, it is important to thank them individually for their time. It may be that the person could provide support to your organisation in different ways.

How?



Copy and paste the text below into an email. Fill in the blanks and delete one of the statements. It can be adapted into a regular letter if required. In addition you may want to think about making it more personal and phoning applicants to thank them (this will of course depend on how many you have, the resources you are able to dedicate and also how well you might know them).

Subject Line: Your application to be a board member of (your organisation)

Dear (name),

Thank you for your interest in our organisation and for your application to become a board member. Unfortunately we will not be progressing your application further and we are writing to you to let you know you have been unsuccessful on this occasion.

We received a number of strong applications. We have decided to move forward with a small number of individuals whose knowledge, skills and experience we believe to have a stronger fit with our organisation and the needs of the board at present.

We would encourage you to apply for a board member role with us in the future when a vacancy arises. We would also like to keep you informed about future board member positions. If you would not like your details to be kept on record please let us know.

OR

We would like to let you know about our volunteering opportunities. If you are interested please let us know.

Thank you for your time and your interest.

Kind Regards,

Chair of board/ Chair of recruitment committee