

Month XX, XXX

Mr. John P. Smith
Principal and Head of Security Services
The Company, LLC
111 New Jersey Ave., NE
Washington, D.C. 20005

Dear Mr. Smith:

It gives me great pleasure to appoint you to serve on the COMMITTEE NAME for a three-year term. My vision, consistent with the COMMITTEE NAME charter, is to seek your strategic, timely, specific, and actionable advice on a range of homeland security issues. The Department's leadership and I rely on the unique perspectives and strategic advice provided by COMMITTEE NAME members to help address pressing homeland security issues in a rapidly changing world.

Your appointment to the COMMITTEE NAME makes you an expert and consultant where you will serve as a Special Government Employee (SGE). As an SGE you are required to comply with all federal conflict of interest laws and government-wide standards of conduct regulations. You are also required to file a New Entrant Confidential Financial Disclosure Report (Office of Government Ethics Form 450) and complete ethics training each year for the duration of your service on the COMMITTEE NAME. Your appointment and continued participation are contingent upon the review and approval of your OGE Form 450 and compliance with all other ethics requirements as may be necessary. If you have any questions please contact the Designated Federal Official for COMMITTEE NAME, DFO NAME, at (000) 000-0000.

I am grateful for your willingness to serve in this important capacity, and your continued commitment to the security of the nation. I know the Department will benefit from your leadership, ideas, and experience. I look forward to our continued work together. Welcome to the COMMITTEE NAME!

Sincerely,

Alejandro N. Mayorkas
Secretary