



CHIEF OF STAFF
HEADQUARTERS, SUPREME ALLIED COMMANDER TRANSFORMATION
NORFOLK, VIRGINIA

From: Capt Antonio Moreira

Mrs Emma Hart
Headquarters Supreme Allied Command Transformation
7857 Blandy Road
Norfolk
Virginia, 23551-2490

20 June 2017

DEAR EMMA,

In accordance with the HQ SACT Officers' Mess Bylaws I hereby appoint you as the Entertainments Coordinator of the HQ SACT Officers' Mess Committee, with immediate effect. You are to conduct your Mess business in accordance with the approved bylaws

Additionally, you shall familiarise yourself with the Terms of Reference included in the bylaws and perform the duties required of this position. I encourage you to seek the Mess Vice President's or my guidance on any issue that cannot be resolved by the Committee.

You shall hold this post until March 2018, at which time I will extend your appointment or designate a new Entertainments Coordinator in accordance with the Bylaws.

Congratulations, and I wish you every success in this endeavour.

IT'S GOOD TO HAVE YOU ON THE TEAM.

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