

Template

[insert logos of organisation/institute]

[Date]

Dear to whom it may concern,

We want to express our deep gratitude and appreciation for the contribution of [Name] to the WH&Y Commission Summer Projects for 2022.

We are pleased to write this letter of impact for [Name] who has been a part of the WH&Y Commission for since [insert month/years]. In 2022, the NHMRC Wellbeing Health and Youth (WH&Y) Centre of Research Excellence's Commission launched three internal short term, high impact sub-projects.

[Name] was a part of a 7-week sub-project called [insert name of project] , which aimed to [insert purpose of project].

During the sub-project, [name] has made meaningful/significant contributions/ successfully co-led/ the following:

- Thing 1
- Thing 2
- Thing 3

[Name] worked collaboratively with WH&Y Western Sydney University (WSU) staff to generate solution-orientated outcomes that enhanced young people's voices, influence and experiences within the WH&Y Commission's work. They also displayed great/excellent communication and organisational skills that assisted the WH&Y WSU team to complete the sub-project within the proposed time frames. Their interpersonal skills enabled the WH&Y WSU team to create outcomes that were co-created by young people, for young people.

These transferrable skills are applicable to any task that [name] encounters during their employment or volunteering opportunities. We appreciated their expertise and their contributions as a highly valued member of the team during the sub-projects.

Yours sincerely,

WH&Y Team

[insert names & signatures of key team members]