

January xx, 20XX

Name  
Address  
City, State, Zip Code

Dear (Name):

Again, congratulations on your newly bestowed honor of (xxxxxx) emeritus at J. Sargeant Reynolds Community College.

In accordance with our college policy, it is my pleasure to inform you of the college privileges that accompany this honor; which include:

- the listing of your name as (xxxxxx) emeritus in the college catalog and on the college Web site;
- a letter of invitation from the Office of the President, which will be mailed annually inviting you to participate in the college commencement;
- full use of the college libraries;
- an invitation to attend the Reynolds Recognition and Awards Ceremony and other college-wide activities as informed by the Office of the President;
- upon signing a new Computer Ethics Agreement, use of a college email address without being included in college distribution lists.

If you are interested in the use of a college email account, please complete the enclosed Computer Ethics Agreement form and return in the enclosed self-addressed envelope. You will receive notification regarding the activation of your Reynolds email account within five (5) workdays from the receipt of your signed form.

Lastly, to enjoy full use of the college libraries, which includes checking out printed materials, you simply need to identify yourself as a (xxxxxx) emeritus to the library services staff upon your first visit.

We hope that you will take full advantage of the privileges provided above; and if you have any questions regarding this information, please do not hesitate to contact me at 804.523.5877. Thank you and we look forward to your continuous relationship with J. Sargeant Reynolds Community College.

Sincerely,

Corliss B. Woodson  
Associate Vice President of Human Resources

Enclosures