Alumni Sample Letter

Draft

Dear ALUMNI NAME,

We thank you for spending part of your professional career with FIRM NAME, and contributing to our goal of successfully providing high-quality legal advice and service to our clients. We hope that you reflect on your time at FIRM NAME as a period of professional growth that enhanced your legal skills, and allowed you to build strong relationships that will serve you well in your new position and beyond.

FIRM NAME wants to invest in your future success, by providing a six-month complimentary membership with the Association of Corporate Counsel ([ACC](http://www.acc.com)). ACC is a global legal association that promotes the common professional and business interests of in-house counsel who work for corporations, associations, and other organizations through [information](http://www.acc.com/legalresources/index.cfm), [education](http://www.acc.com/education/index.cfm), [networking](https://community.acc.com/home?_ga=2.81250516.2141712272.1514911804-1590471879.1511797425), and [advocacy](http://www.acc.com/advocacy/index.cfm). With more than 43,000 members in 85 countries employed by over 10,000 organizations, ACC is highly recommended as a resource for transitioning lawyers from law firms to new in-house roles.

As a result of our long-standing relationship with ACC, your membership will be provided at no cost to you. Activate your six-month complimentary ACC membership at [*www.acc.com/firmgift*](http://www.acc.com/firmgift).

For additional information, contact ACC’s Director of Membership Development, David Chu at d.chu@acc.com or 202-696-1547.

Congratulations and best wishes for continued success in your new position!

Very truly yours,

Cc: David Chu (ACC)