

To whom it may concern,

We want to express our deep gratitude and appreciation for the contribution of [Name] to the [insert name of engagement] during [insert time period].

We are pleased to write this letter of impact for [Name] who has been a part of the [insert name of longer-term engagement, if applicable] since [insert month/years]. In [insert year], the Office for Youth launched [insert name of initiative] with the purpose of [insert purpose]. [Name] was a part of a [insert the young person's involvement and what they contributed to the initiative].

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

- [Name] worked collaboratively with members from the [department/agency name] to generate solution-orientated outcomes that enhanced young people's voices, influence, and experiences within the Australian Government's work.
- Item 2
- Item 3 etc.

They also displayed great/excellent communication and organisational skills that assisted the [department/agency name] to complete the initiative within the proposed time frames. Their interpersonal skills enabled the [department/agency name] 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 initiative.

Yours sincerely,

OFY Team

[insert names & signatures of key team members]