

Sample Letter to Ineligible Individuals

It is important that individuals who are ineligible for membership receive a personal note letting them know that although they will not receive an invitation for the next induction, you hope they'll continue to form a relationship with your developing honor society. A template is below; adapt this text to meet your developing honor society's needs.

Date
Name
Address

Dear [first name],

On behalf of [developing honor society name], a group who is working toward the goal of becoming a chapter of the Honor Society of Nursing, Sigma Theta Tau International (STTI), we thank you for your interest in joining.

As you might imagine, selecting members is a rigorous process. The standards of membership eligibility include completion of a specific percentage of nursing course curriculum, stringent academic achievement (GPA) requirements, and class ranking. Although we would like to induct all interested parties, we are unable to offer you an invitation of membership at this time.

We encourage you to continue to attend developing honor society events and work toward achieving the membership eligibility requirements for the next induction period. If you have additional questions concerning membership requirements or upcoming events, please contact [designated contact person (recommend counselor)].

Once again, we thank you for your interest and look forward to connecting with you in the future.

Sincerely,

[counselor's name]
[developing honor society name] Counselor

CC: President and other applicable volunteers (who formed the relationship with the individual)