DD Month YYYY

**MEMORANDUM FOR CADET (INSERT FULL NAME) OF (ECHO) COMPANY**

SUBJECT: APPOINTMENT AS A PANELIST OF A REGIMENTAL HONOR COURT

In accordance with the Virginia Tech Corps of Cadets Honor Manual, you have been selected to serve as a (panelist/alternate panelist) of a Regimental Honor Court that will convene at (TIME) hours on (DD Month YYYY) in (LOCATION). Report to this location at least 20 minutes prior to the hearing. The uniform is (Summer/Winter) Dress B.

You should familiarize yourself with the contents of the Honor Manual. The responsibility for serving on an Honor Court is weighty, requiring your full participation and attention. The Court hearing may last more than three hours. Additionally, you are expected to make a fair and impartial decision, free from bias or prejudice. If at any time you feel that you cannot fulfill these duties, you are obligated to ask to be removed from the Honor Court. You should exercise the utmost professionalism in carrying out this appointment.

Membership on the Regimental Honor Court takes precedence over all other activities. Only serious and extreme circumstances will be considered for withdrawal from the appointment. If such circumstances arise, please contact me at (INSERT PHONE NUMBER) immediately.

Very Respectfully,

John N. Doe

Cadet Major, VTCC

Regimental Honor Committee Chief Justice, Spring 2023