July 24, 2023

[First and Last Name]   
[Address – line 1]   
[Address – line 2]

**RE: Persona Non Grata**

Dear [First Name],

As a result of the investigation into [incident name / incident ID], you are hereby advised that you are not permitted to be on the property of Tyndale University (located at 3377 Bayview Avenue) or any Workspace and/or Study space (as defined in the Persona Non Grata Policy) for any reason or be in contact, in any form, with Tyndale University faculty, staff or students. This directive is made in the interest of safeguarding yourself, and all University Community Members.

This Persona Non Grata declaration will be in effect immediately for a period of [timeframe (word & number; e.g., one (1) year)].

As an individual declared, your presence on campus will be considered to be in violation of this declaration and you may be subject to charge under the Trespass to Property Act. A copy of this declaration is filed with Tyndale Security Services, who have authority to act on Tyndale’s behalf in these matters and shall remain in effect for the specified term noted above or until revoked in writing.

After six (6) months have elapsed from the start of the specified term, you may make a written request for a review by completing a Persona Non Grata Appeal Form. Please refer to Tyndale’s Persona Non Grata Policy for more information.

Sincerely,

[Signature of Issuer]

[First & Last Name of Issuer]  
[Title of Issuer]   
Tyndale University

CC: [First & Last Names and Titles of those cc’d]