

SAMPLE APPOINTMENT REQUEST E-MAIL / MEMO

**MEMORANDUM**

DATE:

TO:

FROM:

RE:

From  until , a Search Committee chaired by [  ] screened and evaluated #  applicants for the subject position. This [ ] is primarily responsible for

# Candidates were short-listed for interviews, and # final candidates were forwarded to me for final interviews and consideration. A summary of the final candidates is as follows:

[ ] currently is  His/Her background/experience is . However, he/she was not chosen for the position because

[ ] currently is  His/Her background/experience is . However, he/she was not chosen for the position because

[ ] currently is  His/Her background/experience is . However, he/she was not chosen for the position because

I request your immediate approval of the offer of this position to  at $, which is within the target hiring range for the position.

Possible

Attachments: Candidate Pool / Finalist EEO Report

 Minutes and/or recommendations of Search Committee

 Resume

 Other documents as required