Date

Name of Dept. Chair
Title

Dear Dr. _____:

I am writing to request you're the appointment of (**name)** as **(title)** job code **(job code number)** in the Department of **(Department Name)**.

(Name) received his/her **(degree)** from **(University Name)** in **(year)**. **(Give a brief description of the candidate's qualifications)**

(Give a brief job description, salary and period of appointment)

(Name) will be supported by **(source of funding)** A copy of **(name's)** curriculum vitae and Research Fellowship Worksheet are attached.

Thank you for your consideration of my request.

Sincerely,

Name of PI/Faculty Member
Title

Disapproved ( ) Approved ( )

_____ _____
Name Date
Chairman, (Name of Dept)

Disapproved ( ) Approved ( )

_____ _____
John H. Byrne, Ph.D. Date
Director – Office of Postdoctoral Affairs