

**EXAMPLE**

**TO:** (Division Director or AVP)  
**FROM:** (Departmental Chair/Supervisor)

**DATE:** Date **RE:** Departmental Justification for Hire

(Name of Hire) has a (Type of Degree(s)) degree in (Major/Minor) from (Name of School). (Name of Hire) was the (Title of Position) for (Name of Business) for (Number of Years).   
  
I recommend (Name of Hire) of (Department) to the position of (Name of Position).

*\*\*It will be good to expand on the experience. This will give the Board a better idea of why the person is considered other than just recommending them.*