

**NEW YORK CITY COLLEGE OF TECHNOLOGY**

**Inter-Office Memorandum**

TO: Sandra C. Gordon, Esq.  
Executive Director of Instructional Staff Relations/Labor Designee

FROM: [ ], Chair

DATE: [ ]

RE: Conference with [ ]

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On [ ], I held a conference with [ ].

I informed him/her that the Appointments Committee of [ ] met on [ ] and  recommended /  did not recommend him/her for reappointment for the [ ] year.

[ ] Signature  
[ ] Chairperson  
[ ] Department Name

I have read and have been given a copy of the above report and so signify with my signature below. I understand that I may attach any additional comments to this document.

[ ]

Candidate's Name

[ ]

Title, Department

[ ]

Signature

[ ]

Date