

**NEW YORK CITY COLLEGE OF TECHNOLOGY
Department's Letterhead**

SAMPLE

Inter-Office Memorandum

TO: Michelle Harris,
Executive Director of Human Resources

FROM: Chair's Name, Chair
Department's Name

DATE: Today's Date

RE: Conference with Candidate's Name

On Date of Conference I held a conference with Candidate's Name.

I informed him/her that the Appointments Committee of the Department's Name met on Date of Appt. Committee Meeting and recommended (or not recommend) him/her for reappointment for the blank year.

Chair's Name, Chairperson
Department's 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

Date

*****REMINDER*****NO VOTES ON THIS MEMORANDUM*****