

**ACKNOWLEDGEMENT LETTER TO HUMAN RESOURCES**

MEMORANDUM

TO: Juanita Hicks  
Interim Director  
Human Resources

FROM: \_\_\_\_\_

DATE: \_\_\_\_\_

SUBJECT: New Faculty

Please be advised that the College of \_\_\_\_\_ has received an acceptance letter from the following individual. This person has accepted a full-time faculty position at University of West Georgia:

Dr., Mr., Miss, Mrs., Ms. \_\_\_\_\_

Mailing Address \_\_\_\_\_  
\_\_\_\_\_

Phone \_\_\_\_\_ Date of Hire \_\_\_\_\_

Department \_\_\_\_\_ Title \_\_\_\_\_

Notes: (information that may be of interest to Human Resources such as pending degree, email address, etc.)  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please contact \_\_\_\_\_ @ \_\_\_\_\_ if you need additional information.

Thank you.