

Acknowledgement Letter to Human Resources

Memorandum

TO: Holly Mostrom
Benefits Administrator
Department of Human Resources

CC: Alicia Hargraves-Bradford
Human Resources Business Partner
Department of Human Resources

Date _____ Department _____

Submitter _____ Phone _____

Subject: New Faculty

Please be advised that _____ has accepted a full-time faculty position at the University of West Georgia, effective _____.

Dr., Mr., Miss, Mrs., Ms.

Legal Name

Mailing Address

Email Address _____ Phone _____

Department _____ Title: _____

Is the candidate a University System of Georgia transfer? Yes No

Was the candidate offered Relocation Reimbursement? Yes No

Note: please review the [Relocation Expense Policy](#) on the Human Resources' website for the paperwork requirements for relocation expense reimbursement.

Notes

HR Use

Employee ID _____ UWG Email Address _____ 917 ID _____