

(TEMPLATE FOR APPROVAL TO HIRE)

(DATE)

Name/Title (*Vice President*)
Alcorn State University
1000 ASU Drive
Lorman, MS 39096

Dear :

It is my recommendation that (name of the employee) be hired for the following position:

<u>Position Title</u>	<u>Position Number</u>	<u>Page Number</u>	<u>Salary</u>
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Please find enclosed a copy of the application packet for (employee's name) for your review.

Thank you in advance for your cooperation regarding this matter.

Sincerely,

Enclosure

Approved: _____	Date: _____
Vice President's Title	

Approved: _____	Date: _____
President	