**MEMORANDUM**

TO: [Immediate Supervisor]

FROM: [Employee's Supervisor]

DATE: [Date]

RE: Recommendation for permanent appointment – [employee First Last]

I recommend [employee first/last] for permanent appointment to the position of [budget title] effective [perm date].

To be completed by recommender’s supervisor (if applicable)

[ ]  Recommendation Approved

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Signature Date

To be completed by next level supervisor (if applicable) or vice president

[ ]  Recommendation Approved

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Signature Date

To be completed by president

[ ]  Recommendation Approved

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Signature Date

Route to HR for processing