

Member Rights Template #2 - - Confirmation Memo

TO: Chair \_\_\_\_\_

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

RE: Confirmation of \_\_\_\_\_

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

This is to confirm that \_\_\_\_\_ . \*  
(Fill in Blank)

If I do not hear otherwise in writing from you within five (5) days, I will assume you are in agreement.

Thank you,

cc: UFMDC

\*\*\*\*\*End of Memo\*\*\*\*\*

Note:

\*Use this for any variety of matters. For example:

- a) I am taking \_\_\_\_\_ course on \_\_\_\_\_ at \_\_\_\_\_, which will partially or fully satisfy my promotional education requirements.
- b) I will be attending \_\_\_\_\_ on \_\_\_\_\_, which is outside my 35-hour workweek. I will be able to take flextime off during my workweek to make up for this time.