

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.