[Unit Letterhead]

[Unit Name]

**MEMORANDUM**

[Date]

TO: LaTasha Robinson, Director, CAS Office of Human Resources and Faculty Affairs

VIA: [CAS HR Associate], HR Associate, CAS Office of Human Resources and Faculty Affairs

FROM: [Chair/Director Name], [Chair/Director Title], [Unit Name]

RE: Approval Requested to fill an FTE Staff Vacancy - [Position Title]

**Name and USCID:** [Incumbent Name] (U00000000)

**Title/Classification:** [State Classification] (Class Code)  
 [Internal Title – if different from classification]

**Proposed Start Date:**

**Hours Per Week:** 37.5

**Requested Salary:**

**Funding Source:** [Full funding chart-string]

**Justification:**

* The incumbent – to include their name, position type, internal title, salary, start date, and date of retirement/separation
* Why is it imperative to the unit to fill this position?
* Any changes to the position duties or details (include the PD Modification Spreadsheet with the request)
* Other pertinent details