

**S A M P L E**

**MEMORANDUM**

TO: Provost and Vice Chancellor for Academic Affairs

FROM: \_\_\_\_\_, Chair/Dean/Director

SUBJECT: Certification of English Language Competency

DATE:

This is to certify that \_\_\_\_\_, candidate for the faculty position in the Department of \_\_\_\_\_, has adequate competence in the English language to perform the duties of this position.