

SAMPLE ACKNOWLEDGEMENT LETTER

Dear _____:

Thank you for sending us your letter of recommendation regarding _____ who is currently under consideration for an appointment as _____, Step ____ in the School of _____. I must inform you of the confidentiality policy the University of California has adhered to for letters of evaluation. This policy is attached for your review.

I would appreciate if you would inform me whether, in light of our policies, we may proceed with the use of your letter in the personnel file or if you wish it to be destroyed. If you do not respond by _____ the materials will be maintained in our files.

Thank you for your assistance with this case.

Sincerely,