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**M E M O R A N D U M**

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**DATE:**

**TO:**

**FROM:** \_\_\_\_\_, AA/S

College of

**SUBJECT:** Item Being Entered Into Your Personnel File

Attached is a copy of a document that was received in the college office. In compliance with Article 11.4 of the Collective Bargaining Agreement, a copy of this document will be placed in your personnel file in five days.

Attachment