

(date)

Jonathan R. Hiatt, M.D.  
Vice Dean for Faculty  
UCLA School of Medicine

Re: (name)

Dear Dr. Hiatt:

This letter is in regard to the application for permanent residence for (applicant's name). (Applicant) is a/an (position title) in the Department of (name) at UCLA. His/her annual salary is (\$\_\_\_\_\_). Benefits included are \_\_\_\_\_.

The job duties and conditions of (applicant's name) employment include

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Some of his/her accomplishments are

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We look forward to (applicant's name) permanent assignment to our professional staff and we thank you for reviewing this matter.

Sincerely,

(Chair's name)  
(Name of Department)