

Date

TO: Alesia Jones  
Chief Human Resources Officer

FROM:

RE: Exception to the Nepotism Policy

I am writing to request an exception to UAB's Nepotism Policy for the hire of \_\_\_\_\_ who is the \_\_\_\_\_ of \_\_\_\_\_.  
I would like to hire him/her as a(n) \_\_\_\_\_ in the Department of \_\_\_\_\_ in the \_\_\_\_\_. After a review of all applicants, I feel that Mr./Ms./Dr. \_\_\_\_\_ is the best qualified applicant for this position.

He/she will not be supervised by \_\_\_\_\_ and there will be no direct reporting relationship. Mr./Ms./Dr. \_\_\_\_\_ will be supervised by \_\_\_\_\_. All decisions regarding his/her salary, job assignment, performance evaluation, promotion, discipline or any other employment matter will be made by \_\_\_\_\_.

Thank you for your consideration. If you have any questions or concerns, please feel free to contact me. Thank you.