



John Bel Edwards
GOVERNOR

Dr. Courtney N. Phillips
SECRETARY

State of Louisiana

Date: **Month Day, Year**

To: Brian P. Jakes, Sr., B. F. A.
Deputy AHEC Program Director

From: Samuel Burgess
Administrative Director, STD/HIV/Hepatitis Program

Re: Intent to Hire- **(Person's Name)**

Minimum Qualifications of Personnel leading to subsequent acceptance and the contractual agreements between SE LA AHEC and the STD/HIV/Hepatitis Program for the provision of services in support of STD/HIV/Hepatitis Prevention, Surveillance, and Services, I am recommending that **(Person's Name)** be hired for the position of **Unit or Section, Program's Title and Region the Candidate Work Location, e.g., Region 1.** He/She will work 40 hours/week and will be offered an annual salary of **\$Annual Salary (Dollar) Amount**; the effective date is **Month, Day, Year**. Charges will be made against **Reporting Category** _____ on **Contract** _____. Relevant qualification materials have been reviewed and are found to be acceptable for the position. **His/Her** resume and reference check are also attached to this memo.

For any questions about this request, please contact me by calling 504-568-7474. Thank you for your assistance in this matter.

cc: Financial Operations Manager
SELA AHEC, HR