<Date>

<Department>

<Summary Org>

New Mexico State University

Dear <Name>,

A request was submitted to evaluate your position for a <reclassification/in-range adjustment>. We regret to inform you that based on the evaluation performed by Human Resource Services the requested action could not be approved at this time.

If you have any questions, please feel free to contact your HR Liaison. Thank you for your service to New Mexico State University.

Appeals regarding reclassification decisions are pursuant to section 5 of the Exempt Staff Compensation Guidelines for exempt staff and section 8.55 of the NMSU Policy Manual for non-exempt staff. You may visit the Human Resource Services Position Management website at <http://hr.nmsu.edu/employment/position-mgmt/> for additional information.

Sincerely,