

**Texas A&M University**  
**Sample Memorandum**  
Request to Work at Alternate Work Location

*Date*

**MEMORANDUM**

**TO:** *Name and Title of Executive Vice President and Provost or appropriate Vice President*

**THROUGH:** *Name and Title of Dean/Associate or Assistant Provost (Academic Divisions only)*

**THROUGH:** E. Jill Pollock  
Associate Vice President and Chief Human Resources Officer

**THROUGH:** *Name and Title of Department Head/Unit Head*

**FROM:** *Name and Title of Supervisor*

**SUBJECT:** Request to Work at an Alternate Work Location

This is a request to approve (*name and title of employee*) in the (*name of department*) to work at an alternate work location. A copy of the *Alternate Work Location Request Form* and a current job description is attached.

Please return the completed *Alternate Work Location Request Form* and supporting documentation to (*name of Department Head/Unit Head*) at mail stop \_\_\_\_\_ for further handling.

Please contact me at XXX-XXXX if you need additional information.

Attachment

xc: *Name of Employee*

Approve / Disapprove

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*Name of Executive Vice President and Provost or appropriate Vice President*

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Date