Date: November 13, 2012

To: [Department Chair]

From: [Search Committee Chair]

Subject: Search Committee Report

The [Position Title] Search Committee consists of the following members:

* [Name, Title, Department]
* [Name, Title, Department]
* [Name, Title, Department]
* [Name, Title, Department]
* [Name, Title, Department]
* [Name, Title, Department]

The committee reviewed [# of applications] and unanimously recommends [Candidate's Name] for the position. The attached selection summary goes into further detail.

Sincerely,

Search Committee Chair