



SAMPSON COMMUNITY COLLEGE

a member institution of the North Carolina Community College System

Established 1967

HIGHWAY 24 WEST
POST OFFICE BOX 318
CLINTON, NORTH CAROLINA 28329

voice 910-592-8081
fax 910-592-8048
email: fsutter@sampsoncc.edu

DATE: _____

Dear _____ :

_____ has applied for the position of _____ at Sampson Community College. The college requires two letters of professional reference before an individual may be offered employment. The applicant has requested that you complete this form and return it within the enclosed envelope. We appreciate your taking the time to complete this form. The applicant has signed their waiver of rights to examine these references. All references will be kept confidential.

Sincerely,

Personnel Office

Enclosures