

<<Date>>

To: <<Student Name and SID>>

From: <<Insert Graduate Advisor Name>> <<signature or initials here>>

I am writing to report to you the results of <<insert name of major exam here>> on <<insert date of exam here>>.

*For a Pass:*

I am pleased to report that you have passed the exam and the department is recommending that you move on to <<insert next step per your own departmental regulations>>.

*For a Fail:*

I am sorry to report that you have failed the exam. I am sorry that I cannot give you more positive news. Please contact <<insert name>> for further details or questions.

cc: Graduate Division Academic Affairs