**SUBJECT: Appointment Process Number:**

**Position Title:**

**Group and Level:**

**Language Requirements: (**e.g. Bilingual Imperative CBC/CBC)

**Position Location:** (City, Province)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Hello,

This is to inform you that the pool of (insert partially-assessed or essentially-qualified or fully-assessed) candidates for the above-noted appointment process will be/was closed effective (insert date).

On behalf of the assessment board I would like to thank you for your interest in this appointment process. Should you wish to obtain additional information, please do not hesitate to contact (me OR (Insert name) at (insert phone number and/or email address).

Yours sincerely,