**SUBJECT: Appointment Process Number:**

**Position Title:**

**Group and Level:**

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

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

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Hello,

I am pleased to inform you that the period of validity of the pool established as a result of the above-noted appointment process is being extended to (insert date).

It is your responsibility to keep us informed of any changes to your coordinates so that we may contact you.

(Insert for internal processes)

Please note that notifications of persons being considered and being appointed will be posted on [GC jobs](https://emploisfp-psjobs.cfp-psc.gc.ca/psrs-srfp/applicant/page2440?fromMenu=true&toggleLanguage=en) website. No additional correspondence will be sent.

Employees are responsible for checking public service jobs website on a regular basis. If you have not already done so, I recommend you register with the public service jobs website e-mail alert system which allows users to automatically receive updates on new Notifications and Advertisements which may be of interest to them. More information on the registration process is available on the public service jobs website.

Yours sincerely,