***(Prior to sending the communication, you must verify the written language of preference of the candidate and ensure the communication is in this language. Alternatively, the communication may be sent in both official languages.)***

(Insert date)

(Insert employee first and last name)

(Division)

**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,

Further to your application in the above-mentioned appointment process, this is to confirm that you have been referred from the above noted pool for further consideration. If your status has changed and/or of you are no longer interested in this opportunity or elements of the opportunity (insert as applicable: e.g. specific locations on poster, specific office locations, indeterminate appointments, term opportunities, term opportunities under 6 months, shift-work, part-time opportunities, casual work, assignments, secondments) please confirm by replying to this email by (insert date).

Should you wish to obtain further information, please do not hesitate to contact (insert name), at (insert phone number) or by e-mail at (insert email address).

Sincerely,

(Signature)

(Insert full name and title)