**SUBJECT: Appointment Process Number:**

(Insert any other identifying details specific to the pool as necessary - such as Organization/Sub-Organization, Stream, etc.)

**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, you had been found qualified for the (**TITLE**) position, at the (**XX-XX**) level.

To date, your name is still placed in the pool of qualified candidates.

**Please confirm, by replying to this email**, **if you would like to stay in this pool or if you would like to remove your name from the pool.**

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,