

Appendix G Sample Letters

Letter of Offer

Community Council Name
Address

Date

Applicant's Name
Address

Dear _____:

Community council is pleased to confirm that you have been selected for the position of _____ that you applied for.

Your start date will be _____. Your starting wage will be \$ _____ per hour as advertised.

As with all community employees, it is required by policy to sign the standard employee agreement. It is also a requirement by bylaw that all community employees enroll in the Municipal Employees Benefit Program (MEBP).

Congratulations _____. Please sign below to indicate that you understand the conditions outlined above and return it to the council office for our files.

Sincerely,

community administrative officer or mayor's signature

applicant's signature

date

Thank-you Letter

Community Council Name
Address

Date

Applicant's Name
Address

Dear: Applicant's Name

Re: Position Title

Thank-you for attending the interview held for the above-noted position.

In the opinion of the selection committee, the qualifications of another applicant were more appropriate and as a result we are unable to offer you the position.

Should another position of interest to you become open, we would welcome hearing from you again.

Thank you for the interest you have expressed in this position.

Yours truly,

mayor or community administrative officer's signature