

## Appendix F

# Sample Letters to Applicants

### Receipt of Application

**The following sample is a suggested format for letters to be sent to all applicants upon the receipt of their application. [This is optional]**

Date \_\_\_\_\_

Dear \_\_\_\_\_:

We wish to thank you for your application for the position of title of position. Your interest in working for the Name of Community Community Council as it serves the community is most welcome.

If you have not received further word from us regarding this position within the next three weeks from the above date, the qualifications of another applicant were considered more suitable than your own for this position.

We will keep your application on file for one year. Thank you again for your interest.

Yours truly,

\_\_\_\_\_  
mayor or community  
administrative officer

## Interview Notification

The following sample is a suggested format for letters sent to applicants who will be interviewed by the selection committee.

Date \_\_\_\_\_

Dear \_\_\_\_\_:

We wish to thank you for your application for the position of title of position. The selection committee would like to discuss this position further with you and therefore would like to invite you to an interview.

**Date:**

**Time:**

**Place:**

If you require more information, please contact mayor's name or community administrative officer's name and phone number.

We look forward to meeting with you.

Yours truly,

\_\_\_\_\_  
mayor or community  
administrative officer