(Date)

(Candidate’s Name)

(Candidate’s Address)

Dear (Candidate):

**Competition #, Title**

Thank you for your interest in the above-noted competition. I am writing to advise you that after careful consideration and in accordance with our policies and procedures, the Selection Committee has made an offer for this position to another candidate.

You are eligible to appeal the results of this competition. For your information, I have included a staffing appeals brochure that explains the staffing appeal process and a staffing appeals application.

 If you decide to appeal, you must do so in writing by sending a letter or completing the attached staffing appeals application and sending it to:

Deputy Minister
Department of Finance
P.O. Box 1320, Yellowknife NT X1A 2L9
by fax: (867) 873-0414 or

by email: staffing\_appeals@gov.nt.ca

**Your appeal application must be received within five (5) business days from the date of this e-mail letter or fax or ten (10) business days from the date of this letter.** This means it must be received no later than 5:00 p.m., [day of week], [month, day, year].

Please call me at (867) ###-#### before the appeal period is over if you require more information about the appeals process and I will be happy to assist you. I am also available if you would like some feedback on your application for the position.

 Sincerely,

 Human Resource Officer

Enclosure