**Appendix 13: Notice advising Applicant of Insufficient Service for Eligibility for Assistant Principal Post at <AP I or AP II level>**

***delete as appropriate***

*EXEMPLAR*

*School headed paper*

*<Insert date>*

*<Insert addressee>*

*<Insert correspondence address>*

**RE: Assistant Principal Post at AP I or AP II level *(delete as appropriate)* Competition in *<Insert Name of School>***

Dear *<Insert Name>,*

With reference to your application for the above post, please be advised that having reviewed the information supplied by you and the records held on file, we regret to inform you that your service history does not evidence sufficient service to deem you eligible to be considered further for this post.

In the event you consider that this is incorrect, you are advised to contact **as a matter of urgency,** the Secretary, Board of Management <ANYWHERE COMMUNITY/COMPREHENSIVE SCHOOL> on or before <insert date and time> by telephone to discuss the matter <insert tel. contact details>.

Yours sincerely,

**Secretary, Board of Management <ANYWHERE> Community/Comprehensive School**