**Appendix 14: Notice to Recommended Candidate Advising Outcome of the Competition**

*School headed paper*

*<Insert date>*

*<Insert addressee>*

*<Insert correspondence address>*

**RE: *Assistant Principal I/Assistant Principal II/Programme Co-ordinator post (delete as appropriate) in <Insert Name of School>***

***<Insert tenure of post>***

Dear *<Insert Name>,*

Thank you for your application and attendance at interview for the above post. On the recommendation of the Interview Board, **<The Board of Management of ANYWHERE Community/Comprehensive School >** is pleased to advise that you are the recommended candidate. I would be grateful if you would let me know, in writing to **<Secretary, Board of Management>**, as soon as possible, if you intend to accept the post.

**<If appointee is contracted on a temporary/acting basis, insert statement that the appointment to the post ceases at the end date of the temporary contract>**

We are obliged to await the due timeframe for appeals as provided for by the Appeal Procedure

**(CL 0003/2018)** before confirming the appointment.

We will be in touch with you in due course. Yours sincerely,

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