**Appendix 18: Notice to Recommended Candidate Advising Receipt of Appeal**

**[*For issue on receipt of an appeal]***

Logo of School Address of School

*<insert date>*

*<Insert Addressee>*

*<insert correspondence address>*

**Re: Notice to recommended candidate advising receipt of an appeal(s) in respect of the Assistant Principal I/Assistant Principal II/Programme Co-ordinator***) delete as appropriate>* **competition in *<Insert Name of School>***

Dear *<Insert Name>,*

I wish to confirm that *<Insert name of school>* is in receipt of an appeal(s) with respect to the above-named post. As the recommended candidate, I am advising you that your appointment to this post is postponed pending the outcome of the appeal(s) lodged.

You will be notified of the outcome in due course. Yours sincerely,

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