**Appendix 19: Letter to Recommended Candidate Confirming Appointment**

*School headed paper*

*<Insert date>*

*<Insert addressee>*

*<Insert correspondence address>*

**RE: Notice to recommended candidate confirming appointment (following the conclusion of an appeal process or expiration of the appeal date where no appeal is lodged)**

Dear *<Insert Name>,*

I am pleased to inform you that **<named school>** confirms your appointment as Assistant Principal I/Assistant Principal II/Programme Co-ordinator <**insert tenure of post if applicable**> with effect from *<insert date>.* <**If appointee is contracted on a temporary basis, insert statement that the appointment to the post ceases at the end date of the temporary contract**>.

I wish you well in your role as <post>. Yours sincerely,

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