

Sample Regret Letters

(a) Regrets – No Interview

Re: Post Advertised

Dear _____

Further to your recent application for the position of _____, we regret to inform you that you have not been short listed/successful on this occasion.

We thank you for your interest in ***** and wish you every success in your future career.

Yours sincerely,

Development Manager / Chair

(b) Sample Regret Letter – Post Interview

Re: Post Advertised

Dear _____

Thank you for attending for interview for the post of _____ with _____. The calibre of the interviewees was very high on the day, which made making the final decision very difficult. It is with much regret that I must inform you that you were unsuccessful on this occasion.

Many thanks _*Candidate name*_ for your interest in the position and I would like to wish you every success in your future career.

Yours sincerely,

Development Manager / Chair

Request for Reference Letter

DATE

Former Employer
Address

Re: Reference for [Applicant Name]

[Position Held at Former Employer]
[Dates of employment]

Dear [Referee Name]:

The above named individual has applied for the position of _____ with _____ and has named you as a referee. I enclose a copy of the Job Description for this role and would be very grateful for your opinion as to _____'s suitability for this position.

Thank you for your cooperation and prompt response.

Sincerely,

Chairperson of the Board

This is a Specimen Document

Sample Job Offer Letter

Ref: Post

Dear _____

Further to your recent application, I am pleased to offer you the position of _____ with effect from (date) at a starting salary of € per annum which is the ___ point on the (Devt Manager / Info Officer / Admin) salary scale. On this date, you should report to the undersigned, bringing with you your P45 form and PPS number.

Your hours of work will be from _____.00pm. Monday to Friday with a daily meal break of 60 minutes your holiday entitlement is ___ days in a complete holiday year.

On acceptance of the offer and subject to satisfactory references you will be issued with your Contract of Employment and a copy of the Staff Handbook which contains details of the staff policies and procedures that will relate to your employment.

As discussed at your interview, we reserve the right to arrange for you to be medically examined.

Please confirm your acceptance of this offer by return post, for which a stamped addressed envelope is provided. We would like to take this opportunity to welcome you to our organisation and trust that our association will be long and mutually satisfactory.

Yours sincerely

Chairperson of the Board

Letter notifying Agreed Contract Changes

Dear *****

I am writing to you to confirm that, as recently agreed, and with effect from **Date** , for a period of 6 months, you will be employed by CIS on a part time basis. The following working arrangements are revised as a result of these reduced hours:

- 1 From **Date*** to **date*** you will work Part-time at 2.5 days per week (17.5 hours per week on Monday and Tuesday , full days and Wednesday am.
- 2 For this period your salary will be paid at 50% of the full-time equivalent of your grade and increment.
- 3 Your annual leave will be reduced to 50% full time equivalent for this period.
- 4 Your entitlement to Public Holidays will be calculated pro-rata and according to the days you are rostered to attend work.
- 5 Approved certified sick leave & uncertified sick leave and superannuation benefits entitlements will be calculated on a pro-rata basis.
- 6 As agreed you will return to full-time employment on **date**.
- 7 All other terms and conditions of your employment as detailed in your contract of employment dated ****date*** remain unchanged.

Should you have any queries, please do not hesitate to contact me. The best of luck with your new working arrangements.

Yours sincerely

Development Manager

I agree to the reduction in my working hours for the period **date** to **date** and associated alterations as listed above

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Date:/...../.....

cc Personnel File