



ATTACHMENT A

(SAMPLE LETTER TO DISMISSED OR REJECTED ON PROBATION EMPLOYEES)

(Date)

(Candidate's Name)
(Candidate's Address)

Dear Candidate:

Application for Employment

We received your recent application for employment with the Government of the Northwest Territories, and are returning it for your records. The Government is unwilling to consider your application at this time, as you were (dismissed) (rejected on probation) for cause from your previous public service position and have not reestablished a positive work history.

Once you have reestablished a positive and stable work history with other employers, the Government will accept your applications for public service positions.

Sincerely,

[Name]
Human Resource Services Officer