

Human Resources Division  
Civil Service Unit  
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### **NOTIFICATION OF PROVISIONAL APPOINTMENT**

This is to notify you that I have made a provisional appointment(s) of the person(s) named below.

I have forwarded a copy of this letter to the *(insert title of Auditor or Accountant, etc.)* and to the Treasurer.

Title of position: \_\_\_\_\_

Department: \_\_\_\_\_

Date of requisition: \_\_\_\_\_

Requisition Number: \_\_\_\_\_

In case of the appointment of a non-veteran, I hereby certify that I have complied with all the provisions of G.L. Chapter 31, Section 26. ☐

- *In the event of two or more appointments, the information may be given in the same letter. Please list in columnar form.*
- *If the person is a replacement of a person previously employed on the same requisition, please indicate this.*

<u>Date of Birth</u>	<u>Name, Social Security, Number &amp; Address of Appointee</u>	<u>Vet</u>	<u>Employment Begins</u>
		<input type="checkbox"/>	
		<input type="checkbox"/>	
		<input type="checkbox"/>	
		<input type="checkbox"/>	

Very Truly Yours\*,

Name: \_\_\_\_\_

Title: \_\_\_\_\_

*\*Signature of officer authorized by law to make appointments.*

