

FORMAT OF NOTIFICATION OF PROVISIONAL APPOINTMENT

HUMAN RESOURCES DIVISION
ONE ASHBURTON PLACE
BOSTON, MA 02108

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 & Address of Appointee</u>	<u>Vet</u>	<u>Employment Begins</u>
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Very Truly Yours*,

Name: _____

Title: _____

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