

**Example 1.4b**

Put Letter on University Letterhead

Dear

Your name appears on the \_\_\_\_\_ register for employment as a \_\_\_\_\_. It will help us to handle more effectively the names of those who still do want employment if we can remove the names of all candidates who are no longer interested.

Please check one of the statements below and return this form to us. If you do not return the form on or before \_\_\_\_\_, we will assume that you are no longer interested in employment with our office and will remove your name from the register after that date.

Sincerely,

Personnel Officer

**THIS IS NOT A JOB OFFER!**

- NO** I am no longer interested in employment as a \_\_\_\_\_, and I request that my name be removed from the register.
- YES** I am still interested in employment as a \_\_\_\_\_. Please keep my name on the register.

Signed \_\_\_\_\_

Date \_\_\_\_\_

c: Personnel file