

SAMPLE CANVASS LETTER

Date

Name

Address

Address

Dear Candidate:

Your name currently appears on the eligible list established by the Dutchess County Personnel Department for the position of _____.
At present there is a vacancy for this position in the _____ at a starting salary of _____.

Since this is an inquiry as to your interest and availability, please complete the attached Canvass Response Letter and return it to this office within seven business days. Failure to reply to this canvass will be considered a declination by the Dutchess County Personnel Department and this office. If you decline a position, your name will be removed from further certification for this title unless specific declination is made for one or more of the following reasons: (a) insufficient compensation; (b) geographic location of position; (c) temporary inability, physical or otherwise, which must be satisfactorily explained by the applicant in writing.

[*optional*] If you are interested in this position, please call _____ at _____ to arrange an interview.

Sincerely,
