



City of Westfield, Massachusetts

Personnel Department

Personnel Department

Tel : (413) 572-6207

59 Court Street

Fax : (413) 562-3466

Westfield, Massachusetts 01085-3577

FORMAT OF NOTIFICATION OF PRIVISIONAL APPOINTMENT

HUMAN RESOURCES DIVISION
ONE ASHBURN 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 City Auditor and Treasurer/Collector.

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 columnar form.*
- *If this 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, and 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.