# SAMPLE COMMUNICATION TO SUCCESSFUL CANDIDATES

Thank you for considering an appointment with the Ted Rogers School of Management at Ryerson University.

The Instructor Appointment Committee for [department/school name] is delighted to inform you, that we will be recommending you to the Dean, for appointment for the [semester(s)/year].  We will recommend the following teaching package to the Dean:

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| --- | --- |
| Course Code: | Number of Sections: |
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An official appointment will be forwarded to you, pending the Dean’s approval and satisfactory academic/professional reference checks.

Please note, this communication is **not a binding offer** from Ryerson University.  As such, it is recommended that if you are currently employed, that you not make any decisions with respect to your employment until you have received the University’s decision regarding the recommended appointment.  Once the conditions listed above are met, a formal appointment package from the Dean’s office will be sent to your place of residence.

Do not hesitate to contact me should you have any questions.

Yours truly,