**NAMES OF INDIVIDUALS ON THE PROMOTIONAL ELIGIBILITY LIST FOR THE CLASS OF \_\_\_\_\_\_\_\_\_\_\_\_\_\_**

|  |
| --- |
| **THIS DOCUMENT IS GIVEN DIRECTLY TO THE APPOINTING AUTHORITY**  |

 **(Name of Your Civil Service Board)**

 **(Your Municipality, State)**

 (Date)

 Appointing Authority

 Appointing Authority's address

Dear :

Please be advised that the civil service board met on (DATE) and approved scores and placed the names on the eligibility list for the promotional class of \_\_\_\_\_(CLASS)\_\_\_\_\_\_\_\_.

These individuals are now eligible for promotion and are listed in seniority order**.**

|  |  |  |  |
| --- | --- | --- | --- |
| **Seniority Order** | **Name** | **Date board approved promotional score** | **Score Expiration Date** |
| \*1 | Sam Jones | 08-20-14 | 08-20-18 |
| \*1 | Bill Johnson | 08-20-14 | 08-20-18 |
| 3 | Susan Carter | 02-04-15 | 02-04-19 |
| 4 | James Brolin | 06-12-14 | 06-12-18 |
| \*5 | Steven Smith | 08-20-14 | 08-20-18 |
| \*5 | John Wilson | 05-27-15  | 05-27-19 |

\*tied seniority

If you have any questions, please contact the civil service board.

 Sincerely,

 , Chairman