



**THOMAS J. DART**  
**Sheriff of Cook County**  
**Richard J. Daley Center**  
**50 Washington Street, Suite 704**  
**Chicago, Illinois 60602**

(Date)

Name

Home Address

City, State, Zip

**RE: Notification of Disqualification**  
**Via US Mail and Certified Mail**

Dear (Insert Candidate's Name),

This letter is to notify you that you are disqualified from the (*Employment Action*) process for the position of \_\_\_\_\_ (*position title*) with the \_\_\_\_\_ (*department*) due to failure to meet the requirements for the following:

- Attendance       Discipline       Physical Ability Test
- Other \_\_\_\_\_

The requirements for the above can be found in the \_\_\_\_\_ (*position title*) Posting Announcement (*if applicable*) and/ or the \_\_\_\_\_ (*Employment Action and Article*) procedure, which is posted on the Sheriff's Office website: [www.cookcountysheriff.org](http://www.cookcountysheriff.org).

If you wish to dispute disqualification for attendance or discipline, you must contact \_\_\_\_\_ (*HR designee*) at \_\_\_\_\_ (*phone number*) within seven (7) days of receipt of this letter. \*Note: You may only appeal a disqualification for attendance or discipline reasons. Your appeal will only be considered if a timekeeping or recordkeeping error is discovered in which you would otherwise be deemed qualified pursuant to the attendance and discipline standards in the applicable SEAM article.

*I certify, that no political reasons or factors were considered in any decision I made or action I took relating to this employment action. Further, I do not know of, or have any reason to believe that, anyone else considered or took action based on political reasons or factors with respect to this employment action.*

Sincerely,

Name of HR designee  
HR Designee

Cook County Sheriff's Office

cc: Robert Egan, Compliance Officer  
file