



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 Qualification
Via Certified Mail

Dear *(Insert Candidate's Name)*,

This letter is to notify you that you have met the requirements for the Merit Rank Promotion position of _____ *(position title)* _____ with the _____ *(department)* _____. At this time you are deemed Qualified and are eligible for selection. There are a total of _____ Qualified Candidates. Your rank and score on the Promotional List is as follows:

<u>Employee Name</u>	<u>JDE#</u>	<u>Rank</u>	<u>Score</u>
		___ out of ___	

You will receive notification if you are Selected for this Merit Rank Promotion. The procedures for the Merit Rank Promotion process can be found in the Sheriff's Employment Action Manual, Article B which is posted on the Sheriff's Office website: www.cookcountysheriff.org.

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,

HR Designee
Human Resources
Cook County Sheriff's Office

cc: Robert Egan, Compliance Officer