



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 Status

Dear (*Insert Candidate's Name*),

This letter is to notify you that although you have met the Minimum Qualifications for the position of _____ (*position title*) with the _____ (*department*) pursuant to the Non-Bid Transfer Announcement and Article H, due to your rank status and the number of available positions you have not been selected for the Non-Bid Transfer. Your overall score and rank on the Non-Bid Transfer List is as follows:

<u>Employee Name</u>	<u>JDE#</u>	<u>Rank</u> ___ out of ___	<u>Score</u>
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The procedures for the Non-Bid Transfer process can be found in the Sheriff's Employment Action Manual, Article H 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,

Department Head/Designee
Department
Cook County Sheriff's Office

cc: Robert Egan, Compliance Officer