



SAMPLE RECRUITMENT RESPONSE LETTERS

ACKNOWLEDGEMENT EMAIL

Dear <Name>,

We are confirming receipt of your resume and your desire to be the next <name of position> at <name of club/course/organization>. The Selection Committee will conduct the initial screening and determine those who will be invited for an interview.

Please note that due to the number of applications, only those selected for an interview will be contacted.

Thank you for your interest in <Name of club/course/organization>

Sincerely,

<club/course/organization>
Selection Committee

INTERVIEW INVITATION EMAIL

Dear <Name>,

Thank you for your interest and applying to <name of position>.

We would like to extend an invitation for a <phone interview or in-person interview> on <date>. The interview will take place at <address>. *(Provide any parking instructions or other pertinent information such as who they will be meeting).*

Please arrive 10 minutes before your interview and once you arrive, please ask for <name of interviewer>. If you have any questions or require any accommodations during this process, please feel free to let us know by replying to this email.

We look forward to meeting with you.

Sincerely,

<club/course/organization>
Selection Committee



REGRETS EMAIL

Dear <Name>,

On behalf of the Selection Committee, I would like to thank you for interest in the <position name>.

After meeting with all the applicants, we have decided on a candidate that more closely matches the requirements of the position.

We will keep your application on file for anything that may come available in the future and encourage you to keep applying to positions with <course name>.

Sincerely,

<club/course/organization>
Selection Committee

Dear <Name>,

On behalf of the Selection Committee, we are very excited to offer you the position of <position name> with <name of club/course/organization>.

We have attached your offer of employment for your review. If you have any questions or would like to discuss anything further, please feel free to let me know.

We ask that you please respond to us with your answer by <5-7 days from when this email is sent to the successful candidate>.

We look forward to working with you!

Sincerely,

<club/course/organization>
Selection Committee

HIRING EMAIL





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PGA OF CANADA ZONE OFFICES

Find out more about how a PGA of Canada professional can help your facility improve its service standards and financial performance. For further information on hiring guidelines, please contact your PGA of Canada Zone Office:

PGA OF ALBERTA

517 23rd Avenue NW, Calgary, AB T2M 1S7
Ph: 403-256-8894 | TF: 1-800-866-6140
E: info@pgaofalberta.com | W: www.pgaofalberta.com

PGA OF BRITISH COLUMBIA

#243 - 7080 River Road, Richmond, BC V6X 1X5
Ph: 604-303-6766 | TF: 1-800-667-4653 | Fx: 604-303-6765
E: info@pgabc.org | W: www.pgabc.org

PGA OF NORTHERN ONTARIO

100 Tupper Drive, North Bay, ON P1C 1N3
Ph: 705-472-7270 | E: nbgccgolfpro@hotmail.com
W: www.nopga.ca

PGA OF OTTAWA

18035 Island Road, Martintown, ON K0C 1S0
Ph: 613-662-4647 | E: ca@pgaofottawa.ca
W: www.pgaofottawa.com

PGA OF CANADA ATLANTIC

PO Box 3919, St. Andrews, NB E5B 3S7
Ph: 506-529-3496 | Fx: 506-529-8711
E: lggolf@nb.sympatico.ca | W: www.pgaofcanadaatlantic.com

PGA OF MANITOBA

Suite 278 162-2025 Corydon Avenue, Winnipeg, MB R3N 0P5
Ph: 204-253-5430 | E: dana@pgaofmanitoba.com
W: www.pgaofmanitoba.com

PGA OF ONTARIO

10080 Kennedy Road Blue House, Markham, ON L6C 1N9
Ph: 905-887-6060 | E: melanie@pgaofontario.com
W: www.pgaofontario.com

PGA OF QUEBEC

4545 Pierre-De Coubertin, Montreal, QC H1V 0B2
Ph: 514-252-3348 | E: info@pga Quebec.com
W: www.pgaquebec.com

PGA OF SASKATCHEWAN

6 Aspen Place, Outlook, SK S0L 2N0
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W: www.pgaskask.com

PGA OF CANADA NATIONAL OFFICE

13450 Dublin Line, Acton, ON L7J 2W7
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