[Date]

Dr. Gillian Hawker

Chair, Department of Medicine

University of Toronto

Dear Dr. Hawker,

I am writing to provide information on the process followed in the recruitment of Dr.

[Name of physician] in the Department of [name], [ name of hospital].

[ name of hospital ] advertised for [number] positions at the rank of [rank] in [list publications, websites] and also circulated the posting to [other avenues utilized to make the position known to potential candidates and any special efforts taken to draw the position to designated groups.] [Number] applications were received for the position including [insert available demographic information about the candidates – for example, number of Canadians, number of men and women].

Members of the search committee included: [list names of members and their titles, clearly indicating the representative from the University].

Following a review of the applications, the search committee short‐listed [number] candidates to interview. [Name of candidate] was selected for the position due to [list summary of academic accomplishments, clinical background, etc.]

[If other candidates interviewed, indicate why they were not chosen]

I trust this letter fully supports Dr. [name]’s appointment at the University of Toronto. I would be happy to answer any questions or provide you with further information.

Sincerely,

PIC/DDD