



City of Cleveland
Justin M. Bibb, Mayor

Civil Service Commission

601 Lakeside Avenue, Room 119
Cleveland, Ohio 44114-1015
216/664-2467 · Fax: 216/664-3979
www.clevelandohio.gov

Request to be Reinstated to Your Former Position

Write a formal letter to Executive Director Mary L. Bradley explaining your request to be reinstated to the eligible list for your former position; include the name of the position in your letter. Your dated letter must include your name, address, phone number and email address. Your letter must be signed.

It can be mailed to the address above or emailed to CS@clevelandohio.gov.

Once your formal letter (see image has been received, Executive Director Bradley will make an initial determination regarding your eligibility to be reinstated; including your appearance before the Commission at a future Commission Meeting.

The process can take thirty (30) to ninety (90) days. Our Office communicates primarily via email. Your patience is appreciated.

SAMPLE FORMAL LETTER LAYOUT

Today's Date

Dear Executive Director Bradley,

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Sincerely,

Your Name
Your Address
City, State Zip Code
Your Phone Number
Your Email Address