

DEPARTMENT OF EXTERNAL AFFAIRS



CANADA

MINISTÈRE DES AFFAIRES EXTÉRIEURES

PERSONNEL PLANNING GROUP - APD

Ottawa, Ontario.

Dear

We are writing to you as a former employee of External Affairs to ask for your assistance in a study which we are currently conducting on our Stenographic and Secretarial staff. If perhaps you have married since you left this Department, please accept our apologies for not addressing you by your married name, and also accept our best wishes for your future.

This study will have a considerable amount of input from all our secretarial staff and officers. It consists of an in-depth examination of our policies concerning the recruitment, training, posting and promotion of our typist, stenographic and secretarial staff. It also includes detailed investigations into the conditions which affect morale, productivity, turn-over and separations and is expected to result in significant revisions of both policies and procedures within this Department.

While this study may not benefit you personally, we feel that you have significant contributions which you may wish to make for the benefit of your former colleagues in the Department and for the benefit of those who will join in the future.

We have, therefore, taken the liberty of sending you the attached questionnaire and would be grateful for your co-operation in completing it. If the format does not seem to meet your particular case, please feel free to alter it in any way you see fit or to add any supplementary information which might contribute to the success of our study.

We have designed the questionnaire to be quite anonymous in the hope that this will make it easier for you to express your ideas as frankly as possible. For your convenience, we are enclosing a self-addressed return envelope for which no postage is required.

We thank you in advance for your co-operation.

Yours sincerely,

A handwritten signature in cursive script, appearing to read 'S. T. Ferguson'.

S. T. Ferguson - Head,
Personnel Planning Group.

Enc.