

FORMAL Offer of Employment

[DATE]

[NAME]
[ADDRESS]
[ADDRESS]

Dear [NAME]:

This letter serves as a formal offer of employment. We are pleased to extend this final offer based on the following position details:

[CLASSIFICATION]
[TENURE]
[TIMEBASE]
[SALARY]

The probationary period for your classification is [XX] months. You will be assigned to the [OFFICE LOCATION] office located at [ADDRESS]. The effective date of your appointment is [START DATE].

[INSERT OFFICE REPORTING/HYBRID REQUIREMENTS]

In accordance with California Government Code section 19057.2 we have provided a link to access the California State Civil Service Employment Benefits Summary:

<https://www.calhr.ca.gov/Pages/California-State-Civil-Service-Employee-Benefits-Summary.aspx>

The Benefits Summary provides an in-depth review of the benefits afforded by membership in the Public Employees' Retirement System and the benefits and protections provided to public employees by the California State Civil Service Act.

In order to accept our formal offer, please sign and return this letter within [DAYS] working days. Please keep a copy for your records.

[NAME]

[SIGNATURE]

[DATE]

Your signature and date are considered an acceptance of employment and acknowledgement that you have reviewed the Benefits Summary.