

Dear

The Department of General Services is pleased to present you a tentative offer, as detailed below, contingent upon successful completion of required medical and/or background clearances:

**Classification and Salary Range**

<u>Work Shift</u>	<u>Work Schedule Days</u>	<u>Work Schedule Hours</u>
<u>Tenure</u>	<u>Time Base</u>	<u>Bargaining Unit</u>

**Benefits Information**

As an employee of the State of California, you may be eligible to receive a comprehensive benefits package, including, but not limited to, the following:

- Medical benefits, including health, dental and vision insurance.
- Paid holidays and a defined benefit retirement program.
- More than two weeks of vacation after a year of service.
- Health insurance in retirement.

Learn more on the California Department of Human Resources webpage at <https://www.calhr.ca.gov/Pages/California-State-Civil-Service-Employee-Benefits-Summary.aspx>.

**Reporting Information**

You will be reporting directly to

**Questions**

If you have any questions and/or concerns regarding any of the above, please contact

Please confirm your acknowledgment below of this contingent offer, outlined in this letter, by signing below and returning this letter to the hiring manager.

We are excited to have you join our team! If you have any questions, please feel free to reach out at any time.

Sincerely,

**Acknowledgment**

By signing below, I am acknowledging that I received the above information prior to accepting employment:

Candidate Signature on Above Line Required