**[Date]**

**[Candidate Name]**

**[Street Address]**

**[City, State, Zip]**

Dear **[Candidate Name]**,

I am pleased to offer you an appointment to the position of **[Position Title]**

in the Marin County [**Department Name]**, **[Division Name]** . Your work schedule is **[enter either 75 or 80]** biweekly hours. Your entry salary is approved at Step **[enter step], [enter salary]** biweekly.

This offer of employment is made on a conditional basis subject to (1) satisfactory completion of a background check and a pre-placement physical exam, and (2) successful completion of the probationary period which is one year or **[enter either 1950 or 2080]** hours. You will need to submit legal proof that you are entitled to work in the United States.I have notified our **[Payroll/Personnel]** division that you will be joining our team. Per our conversation, **[Payroll/Personnel Contact Name]**will be in touch with you regarding appointment processing and benefits; however, if you prefer to contact them, they can be reached at 415 473-**[extension]**.

Please report to your work location, **[enter date]**, at **[enter start time]** on your start date, **[enter start date]**. Your work hours will be **[enter work schedule].** I will be your immediate supervisor and can be reached at **[enter supervisor phone number]** if you have any questions.

Welcome to our team!! I hope that this chapter in your career will be a productive and fulfilling one.

Sincerely,

**Hiring Manager Name**

**Hiring Manager Title**

cc: HR Personnel File

Ref: PMR 33.2, 5, 6