

Dear

The Department of General Services is pleased to offer you the position as detailed below:

Effective Date:

Classification:

Estimated Monthly Base Salary (and Range, if applicable):

Effective July 1, 2025, the State of California implemented the Personal Leave Program 2025 (PLP 2025) which reduces an employee's monthly salary in exchange for leave credits. The Estimated Monthly Base Salary does not account for the PLP deductions.

Work Shift

Work Schedule Days

Work Schedule Hours

Tenure

Time Base

Bargaining Unit

Position Headquarter Address:

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 web page at:

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

Documentation Required on Your First Day to Authorize Employment:

Please bring **originals** of the following documents on your first day:

- **Signed Social Security card**

(A receipt is acceptable if a new card has been requested, but the actual card must be provided within 60 days of your start date.)

AND

- **Driver's License or California Identification Card**

OR

One of the following:

Documentation Required on Your First Day to Authorize Employment (Continued):

- U.S. Passport
- Employment Authorization Document (*The EAD card cannot have any terms and conditions, must be NONE or Blank*)
- Permanent Resident Card

AND

- **Driver's License or California Identification Card**

Failure to provide the required documents on your first day may delay the processing of your appointment and may impact the timely payment of your wages.

Note for Current State Civil Service Employees:

DGS will attempt to obtain your documentation from your Personnel File or by contacting your current department. However, if we are unable to retrieve the required documents, you will be asked to provide the documents directly to DGS.

Questions:

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

Please confirm your acceptance of this offer outlined in this letter by signing the acknowledgment below and returning this letter to the hiring manager within five (5) business days.

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

Sincerely,

Hiring Manager Name

Hiring Manager Title

Acknowledgment:

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

Candidate Signature