

Date:

To:

Department of General Services
Office of Human Resources
707 3rd St
West Sacramento, CA 95605

From:

Subject:

[NATURE OF REQUEST](#)

[BACKGROUND](#)

BACKGROUND CONTINUED

CLASSIFICATION CONSIDERATIONS

CLASSIFICATION CONSIDERATIONS CONTINUED

CONCLUSION

FOR LIMITED TERM (LT) JUSTIFICATIONS ONLY, the written justification shall be signed by a person who is authorized by the program or agency to do so and who signs based on his or her personal knowledge, information, or belief that the written justification correctly reflects the reasons for the limited-term and, if applicable, the reasons the appointment may convert to a permanent appointment. The authorized person should be the Hiring Manager.

Name:

Signature:

Date:

Title:

Email:

Work Number: