

Dear

The Department of General Services is pleased to present you a tentative offer as detailed below, **pending** successful completion of any required medical and/or background clearance:

Classification and Salary Range

Work Shift

Work Schedule Days

Work Schedule Hours

Tenure

Time Base

Bargaining Unit

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 acceptance of this conditional job offer outlined in this letter by signing the acknowledgment 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