**Sample – Offer Letter, New Employee to State Service**

*Copy and paste what is below onto your agency letterhead*

**[Date]**

Dear **[Candidates’ Full Name]**,

It is my pleasure to officially extend you an offer of employment as a/an **[Title]** with the Department of **[Department/Division]**. This position is being offered to you at Grade **[XX],** Step **[XX]**.

As discussed, your first day will be **[Day, Month, Year]**.

An HR representative will contact you via email of your scheduled orientation date, time and location. Following orientation, please report to **[Name of Supervisor]**, at **[Address; Phone]**.

Listed below are the required documents and information you will need on your first day of employment:

* Unexpired document(s) verifying identity and employment eligibility, as detailed on the last page of the I-9 document found: <http://www.uscis.gov/files/form/i-9.pdf> (either one document from List A or one document from each of List B and List C). This offer of employment is contingent upon you bringing in these documents.
* Names, addresses, birthdates and social security numbers for anyone you may wish to list as a beneficiary.
* Name, address and phone number of emergency contact(s).
* For a driver subject to DOT regulated drug & alcohol testing, please bring a copy of your Medical Examiner’s Certificate. **[If not applicable, please delete this bullet]**

A pre-employment criminal history check and fingerprinting is required of all Department of **[Department]** employees. This offer of employment is contingent upon you successfully passing a pre-employment drug test and a criminal background check. **[Remove/modify this section if not applicable.]**

This letter does not constitute a contract. The Department of **[Department]** reserves the right to correct clerical errors that may occur in this document.

Please sign and date the section below to accept this offer of employment and return the signed letter by email.

If you have any questions, please do not hesitate to contact me at **[Phone Number]**. I look forward to having you join our team!

Sincerely,

**[Name]**

**[Title]**

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, accept the position of **[Title]** for the Department of **[Department/Division]** under the terms of this offer dated **[Date of Letter]**.

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_