**[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.

The position being offered to you is designated as a fixed term appointment. Currently, the position is approved and valid up to **[enter date]. Fixed term positions may be extended for up to 2 years or may end sooner if the project is completed early or funds are no longer available**. Per Marin County Personnel Management Regulations (PMR) 34.2(C), employees appointed to regular hire fixed term appointments are not subject to the Reduction in Force (RIF) regulations (i.e., you do not have bumping rights).

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