

Making the job offer

Before offering the position to your selected candidate, be sure to speak with your HR and fiscal staff. They may have some suggestions for negotiating the starting salary, etc.

Job Offer Letter

On the following page is a sample job offer letter. A job offer letter should be given to the newly hired employee after you have verbally negotiated the terms of employment. This letter confirms the conditions of employment the selected candidate has accepted and gives them information for their first day.

These elements may be included in a job offer letter:

- The position the candidate was offered
- The rate of pay
- The probation period
- The starting date
- The job location
- The position's office hours
- Parking information
- What the first day or so will be like
- Benefits information
- Contact information if they have questions

Date

Applicant

Applicant Address

City, ST Zip

Dear Applicant Name,

Thank you for choosing to join the Agency Name team.

I am pleased to formally confirm your acceptance of our employment offer as a/an Position Name, class code XXXXX. Your accepted rate of pay is \$XX.XX per hour. You will be serving an entrance probationary period of XXXX hours as is required for all classified positions. Upon satisfactory completion, your status will become permanent in the Position Name classification.

Your starting date is Month Day, Year. Your office hours are _____ to _____. Your workstation is located at agency address. *(Optional - You may want to include available parking information)*

You will be eligible for insurance benefits as a state employee. More information will be provided to you on your first day, however you may contact Agency Contact with our office at 999-9999 if you have benefit questions prior to that day.

(Optional) Your first day will be spent with Agency Contact. They will give you a facility tour, help you settle into your new work location, and continue your introduction to your new teammates. The staff here is looking forward to meeting you and welcoming you to your new job.

If you have any questions before Starting Date, please feel free to contact me at 999-9999 or Email Address. Thank you for choosing to work with the State of Idaho.

Sincerely,

Your Name

Your Position