



June 2, 2024

Jane Doe  
 1234 Capitol Avenue  
 Sacramento, CA 95824

Shaded areas indicate fields that must be filled out on the template.

RE: Confirmation of Employment Letter

Dear Jane Doe,

This letter is to confirm your upcoming appointment to the Staff Services Analyst (General) classification with the California Department of Fish and Wildlife (CDFW), West Coast Fisheries Branch, in the Administration Unit in Sacramento.

You have agreed to begin work on Monday, July 1, 2024.

- Your work location is 1234 Capitol Avenue, Sacramento, CA 95814.
- Your estimated base salary will be \$4,023 per month.
- The following pay differentials have been approved for you in addition to your base salary:

Pay Diff	Frequency	Rate	Effective Date	Comments
#34 – Commercial Drivers' License	Monthly	5%*	7/1/24	*Differential percentage is calculated as 5% of the maximum salary of range A

- As of your appointment to the Office Technician (Typing) classification, you are no longer eligible for the following pay differentials:

Pay Diff	Effective Date	Comments
#14 – Bilingual Pay	7/1/24	The position you are being appointed to is not a bilingual designated position

If you have any questions, please contact me at (XXX) XXX-XXXX or by email at [supervisor/liaison@wildlife.ca.gov](mailto:supervisor/liaison@wildlife.ca.gov).

We are excited that you are joining our team and look forward to working with you!

Sincerely,

Supervisor/Liaison Name, Supervisor/Liaison Job Title  
 West Coast Fisheries Branch

cc: Employee's Official Personnel File

SAMPLE