



State of California – Natural Resources Agency
 DEPARTMENT OF FISH AND WILDLIFE
 Director's Office
 P.O. Box 944209
 Sacramento, CA 94244-2090
www.wildlife.ca.gov

GAVIN NEWSOM, Governor
 CHARLTON H. BONHAM, Director



June 9, 2022

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

Candidate Full Name
 1234 Capitol Street
 Sacramento, CA 95814

RE: Confirmation of Employment Letter

Dear Candidate Full Name,

This letter is your confirmation of employment for the Staff Services Analyst classification with the California Department of Fish and Wildlife (CDFW), West Coast Fisheries Branch, in the Administration Unit in Sacramento, CA.

You have agreed to begin work on Friday, July 1, 2022.

- Your work location is 715 P Street, Sacramento, CA 95814
- Your estimated base salary will be \$4,965 per month

If you have any questions about the position, you may contact me at (916) XXX-XXXX (supervisor or HR Liaison phone number) or by email at supervisor/liaison@Wildlife.ca.gov.

Employment Authorization (delete this section if the employee is a current state employee)
 Federal law requires that the hiring authority (CDFW) verify eligibility of all newly hired employees to work in the United States. Please review the List of Acceptable Documents on page three of the [Employment Eligibility Verification – Form I-9](#). You must bring the documents (either one from List A, or one from List B AND one from list C) with you on your first day of work. Failure to do so may delay the start of your employment.

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

Sincerely,

Supervisor or HR Liaison, Supervisor or HR Liaison Job Title
 Program Name

cc: Employee's Official Personnel File