Click or tap to enter a date.

Click or tap here to enter text.

Click or tap here to enter text.

Click or tap here to enter text.

RE: Confirmation of Employment Letter

Dear Click or tap here to enter text.,

This letter is to confirm your upcoming appointment to the Click or tap here to enter text. classification with the California Department of Fish and Wildlife (CDFW), Click or tap here to enter text., in the Click or tap here to enter text. Unit in Click or tap here to enter text..

You have agreed to begin work on Click or tap to enter a date..

* Your work location is Click or tap here to enter text.
* Your estimated base salary will be $Click or tap here to enter text. per Click or tap here to enter text.
* The following pay differentials have been approved for you in addition to your base salary: (delete this bullet and the chart below if the employee is not approved to receive any differentials)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Pay Diff** | **Frequency** | **Rate** | **Effective Date** | **Comments** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

* Your position does not qualify for any additional pay differentials. (delete this bullet if the employee has been approved to receive a pay differential)
* As of your appointment to the Click or tap here to enter text. classification, you are no longer eligible for the following pay differentials: (delete this bullet if the employee does not have any differentials being removed)

|  |  |  |
| --- | --- | --- |
| **Pay Diff** | **Effective Date** | **Comments** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

If you have any questions about the position, you may contact me at (Click or tap here to enter text.) Click or tap here to enter text. or by email at Click or tap here to enter text..

**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 two of the [Employment Eligibility Verification – Form I-9](https://www.uscis.gov/sites/default/files/document/forms/i-9-paper-version.pdf). 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 that you are joining our team and look forward to working with you!

Sincerely,

Click or tap here to enter text., Click or tap here to enter text.

Click or tap here to enter text.

cc: Employee’s Official Personnel File