

Dear _____,

We have completed our interviews for the position of *(state job classification)* and I am pleased to formally advise you that you have been selected. Please let me take this opportunity to congratulate you for an excellent interview. I/we look forward to having you join our *(office/division/bureau/agency)*.

Your starting salary will be *(annual salary for overtime exempt employees/hourly rate for overtime- eligible employees)*. You will be eligible for a merit increase after one year of employment. The details of your benefits package will be explained to you at New Employee Orientation, but you should feel free to ask me or our HR staff any questions concerning your benefits before that is scheduled.

(As we discussed,)[Y]your start date will be *(day and date)*. At that time I will introduce you to *(name)* in our human resources division who will help you complete required “sign up” paperwork such as the Employment Eligibility Verification (Form I-9), tax deductions, Maine State Retirement, insurance forms, and other related documents. Also, in order for the agency to comply with our policy concerning personnel screening and verification, please be prepared to provide the original version (photocopies are not acceptable) of credentials that you claimed on your application for employment or during the selection process. Common examples of these documents would be an original college degree or transcripts provided by your college or university; professional licenses (nurse, social worker, etc; certifications; or other similar materials. A member of the staff will examine the documents and make a copy of the original for your personnel file, verifying that it is a copy of the original. If you do not have these documents, please take immediate steps to obtain originals from the issuing authority. Since your selection is conditional upon verification of your credentials, the verification process will be completed during your probationary period. (A criminal records, driver’s license or credit check will also be conducted during the probationary period, as needed.) If additional information is necessary to complete the verification process we will contact you.

Please feel free to contact me at *(phone and/or email address)* if you have any questions prior to your start date. Again, congratulations on being selected. We look forward to seeing you on *(date)*.

Sincerely,

Your Name

Your Title