



Insert Department Letterhead Here

Month XX, 20XX

Recipient Name
Recipient Address
Recipient City, State & Zip Code

Dear [Candidate's first name],

WELCOME! The **[Department Name]** is pleased to extend a conditional offer of employment to you as **[Job Title]** at Step **X** at the hourly rate of **\$XX.XX**. This offer of employment is conditional upon your successful completion of the required pre-employment in-processing session and your pre-employment background check, which may require fingerprinting.

The attached packet, which includes a checklist, will provide you with the necessary information and forms to bring with you to your pre-employment Records/Benefits in-processing appointment.

Your pre-employment in-processing appointment is scheduled for **[Date] at 1:00/1:30pm at the County Government Center Human Resources Department, 701 Ocean St., Suite 510**. Please refer to the attached *In-Processing Documents Checklist* to ensure you bring all the necessary documents to your in-processing appointment. This part of your in-processing will take up to four hours from arrival to release, so please plan accordingly.

You will be provided with a parking permit to place on the dashboard of your car at the beginning of your appointment that will enable you to stay in one spot for the duration of your in-processing appointment. Please be on the lookout for a separate email from **HumanResources@santacruzcountyca.gov** for your parking pass, which will only be effective for the day of your appointment. If you are unable to print the parking permit before your appointment, we will provide one to you when you check in at the front desk on the date of your in-processing. Parking in the main lot is limited - please park in a *two-hour* guest parking spot. If there are no two-hour spaces available, please do not park in the one-hour spaces. Additional parking is available at metered parking spaces on Water Street as well as free parking on Ocean Street. Please pay close attention to parking time limitations and restrictions.

Once you have completed any pre-employment requirements for your position as well as in-processing, we will contact you to schedule your first day of work.

Sincerely,

[Liaison Name]

[Job Title]

County of Santa Cruz **[Department Name]**