

Date

Recipient Name

Street Address

City, State, Zip Code

**Re: CONDITIONAL OFFER OF EMPLOYMENT
APPOINTMENT**

Dear _____:

The Cumberland County Department of _____ is pleased to offer you employment as a TITLE: _____. This offer is conditional upon successful completion of pre-employment approval procedures on the part of County Administration, as well as drug screening and passing a physical examination.

Your starting salary will be \$_____ upon Administrative and Personnel approval. You will be paid biweekly and your normal work week schedule will consist of _____ hours Monday through Friday from _____ am to _____ pm with a(n) _____ lunch period of one (1) hour. There are some days that you will be required to work an altered schedule, however, on most occasions, you will know in advance of that day.

If you accept our offer of employment, please respond in writing as soon as possible. It is anticipated that your starting date will be _____, pending successful completion of all preemployment requirements.

If you have any questions, please feel free to contact me at _____.

Sincerely,

CUMBERLAND COUNTY DEPARTMENT OF _____

Name

Title

Signature and Acceptance

Date