XX/XX/XXXX

FirstName LastName

Address 1

Address 2

Dear Name:

Congratulations on being selected to fill the position/title position within the Bureau and/or Division of the Iowa Department of Inspections & Appeals. Your start date will be Friday, XX/XX/XXXX, and your salary will be $XX/hour, up to a maximum of 780 hours. The department will monitor and may limit these hours prior to reaching the maximum allowed.

Your work hours will be up to a maximum of eight hours a day between the hours of XX am – XX pm, up to a maximum of five days per week, Monday through Friday. Your total hours per week will not exceed 40 hours. This position will be located at location.

As a temporary employee, you will not be eligible for state benefits, but will be governed by the rules of the Iowa Department of Administrative Services/Human Resources Enterprise and the rules of the Iowa Department of Inspections & Appeals.

If you have any questions prior to reporting to work, contact your immediate supervisor name at XXX.XXX.XXXX or by email at email.

Sincerely,

Larry Johnson, Jr.

Director

CC: Personnel File

 Financial Manager

 Position #: 427-XXX-XXXX-XXXXX-XXX