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 biweekly, which results in an annual salary of $XX, plus benefits. Your work hours are XX am – XX pm, day – day, and this position will be located at location.

The State of Iowa offers insurance benefits to its employees. Based on a start date of XX/XX/XXXX, your benefits will be effective XX/XX/XXXX. Information regarding the health insurance plans and monthly premiums offered to employees hired after 07/01/2017 may be found online here: <https://das.iowa.gov/human-resources/employee-and-retiree-benefits/employees>.

You 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 [include collective bargaining agreement, as applicable]. The conditions of your employment could change as operational needs dictate under authority granted to the employer by state law.

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 #: XXXXXX

 NEOGOV: XX-XXXXX