DATE

CANDIDATE NAME

ADDRESS

ADDRESS

Dear CANDIDATE NAME:

Thank you for your interest in employment with Bulloch County. I enjoyed meeting you to discuss your qualifications for the **NAME OF POSITION** position in the **OFFICE OR DEPARTMENT NAME**. I am now pleased to extend this conditional offer of employment, subject to your affirmative response and to a satisfactory background investigation.

This is a full-time position, with a starting pay of $**XXXX** per **XXXXX**. Normal business hours are 8:00 a.m. to 5:00 p.m., Monday through Friday. As a full-time employee, you would be eligible for benefits including, but not limited to, health insurance and paid time off.

Consent forms authorizing us to conduct the necessary background inquiries are attached. Please complete these forms, then submit the original signed documents to my office, along with a legible photocopy of your driver’s license. We have tentatively agreed that you will report to work at **TIME** on **DATE (SET ON AN ORIENTATION DAY OR CLEAR WITH HR FIRST!),** provided the background report has been received and the results are satisfactory.

Please let me know if you have any questions. If this offer and terms are acceptable, please sign below, acknowledging your acceptance of this position, and return this letter to me. I look forward to working with you.

Sincerely,

HIRING MANAGER NAME

HIRING MANAGER TITLE

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**ACCEPTANCE**

I have reviewed the contents of this letter and accept this conditional offer of employment.

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 Signature Date