Date

**Job Offer**

Dear \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I am pleased to provide you a contingent offer of employment in the position of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ with the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Division of the Department of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. As a term and condition of your employment, you will be a remote worker with your home address as your permanent work location. A copy of the Remote Worker Policy has been attached for your review. Please let me know if you have any questions after reviewing the policy.

Your job offer is contingent upon successful completion of our background check process. Please see the communication sent to you with instructions on how to begin the background check process.

If you pass the background check process, your first day of work will be \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. Your salary will be $\_\_\_\_\_\_\_\_\_ per hour or approximately $\_\_\_\_\_\_ per year. The terms and conditions of your employment will be governed by the [fill in the applicable collective bargaining agreement or compensation plan].

You will be required to serve a six-month probationary period.

**Insurance**

If you pass the background check process, based on your state of residence, your insurance coverage will be as follows:

**Immediate action required:**

You must go to your Careers account at [www.mn.gov/careers](http://www.mn.gov/careers) to accept this contingent job offer. The offer link is under your My Notifications page. Please do this as soon as you receive this letter.

When you accept the contingent job offer in Careers, you will be asked to provide information such as your legal name as shown on your social security card, social security number, date of birth, etc. This information is needed in order to hire you.

I look forward to welcoming you to the agency. Feel free to contact me with any questions you may have.

Sincerely,

Human Resource Management

Contact Info