

Los Angeles Community College District Personnel Commission

Sample Letter – Final Confirmation of Employment Offer

The following letter is a basic confirmation letter. If there is anything unique about the employment conditions associated with the job classification in which the candidate is being hired, it may be appropriate to include this information in this letter. Examples MIGHT include:

- Rating In above first step of the salary schedule
- Alternative daily starting or ending times
- A special work schedule such as 9/80 or 4/40
- A special working schedule such as Tuesday – Saturday.
- Reasonable accommodations you have agreed to provide.

Sample Letter

Dear Mr. Harry Carey:

I am pleased you have accepted the position of SFP-Program Technician at Los Angeles Trade-Technical College. I am confident that our College will benefit from the experience you bring to the position and believe that our College and District will offer you the professional challenge and development you are seeking.

As we agreed, your starting compensation will be at the first step of the established salary schedule for the job classification. The first step is \$3,425 monthly. You will receive an orientation package on your first day of employment that will more fully explain all of the benefits of working for the Los Angeles Community College and advise you on how to enroll, if necessary.

Parking has been arranged for you in Employee Lot C, which is entered off of Western Boulevard. A temporary permit is enclosed. I am also enclosing several employment documents for you to complete. They can be returned to us by mail in advance of your start date or the first day you report to work.

I look forward to your arrival on June 1, 2009. If you have any questions between now and then, please do not hesitate to call.

Sincerely,

Dr. John Downs, Vice President
Los Angeles Trade-Technical College

enc. Employment Processing Documents
Parking Permit