**AGENCY LETTERHEAD**

December 20, 2022

Employee Name

Employee Address

City, State Zip-Code

Dear Employee Name:

Congratulations on your exempt appointment as the Job Classification, in position # Position #, with Agency Name effective Effective Date. As you are aware, this position is exempt from civil service and you are employed at will. **OPTIONAL:** As discussed, you have been authorized to accrue vacation leave at the accelerated rate of number of hours per month.

Pertinent details are noted below:

|  |  |
| --- | --- |
|  |  |
| ***Salary:*** | $Salary/month Band # |
| ***Insurance Eligibility:*** | Insurance Eligible OR Insurance Ineligible |
| ***Retirement Eligibility:*** | Retirement Eligible OR Retirement Ineligible |
| ***Overtime Eligibility Designation:*** | Overtime Eligible OR Overtime Exempt |
| ***Position Number:*** | Position # |
| ***Work Shift/Schedule:*** | Workdays, hours of work |
| ***Supervisor:*** | Supervisor Name |
| ***Official Workstation:*** | Address City, State Zip |

If you have any questions regarding your job requirements and performance expectations, please discuss them with your supervisor.

Best wishes in your appointment.

Sincerely,

Supervisor/Appointing Authority/HR Liaison

Title

cc: Supervisor Name, Supervisor

saa@des.wa.gov

Personnel File