NGA Human Resources

{date}

{applicant\_name}

{street}

{address}

{country}

{email}

Dear {applicant\_name},

Thank you for your interest in the position of **{position\_title}** (Job ID#: {job\_id}) with {department} at NGA Human Resources!

This letter is to confirm our verbal conversation on {date} regarding the offer of a position as {position\_title} at NGA Human Resources in the {department}, at a salary of £{salary} per fiscal year.  This offer is contingent upon satisfactory completion of the requisite background check process.

We will expect you to begin work for NGA Human Resources effective on {start\_date}. When you arrive, please call my office and I will arrange for you to get an orientation of our department and for a formal orientation to our Benefits Program, as soon as possible.

This position is subject to a six-month probationary period.  Probationary period requirements for classified staff are covered under the company employee policy manual, Policy #1.01, and can be found at: [www.**ngahr**.com/privacy-**policies**](http://www.ngahr.com/privacy-policies). The probationary period does not apply to classified staff who have already completed their initial probationary period and are transferring from another department.

Please note that employees are eligible for health benefits on the first day of the pay period following their enrollment, as long as they enroll within 31 days of the first day worked. For more information about these and other available benefits, please visit the Human Resources website at <http://www.ngahr.com/>.

Please confirm your acceptance of this job offer by signing below and returning to my office (if you fax, please follow-up with the original through the mail). Also, please keep a copy of this for your records.

If you have any questions or if there is anything we can do to make your transition to NGA Human Resources a pleasant one, please let me know. We welcome you as a member of the NGA Human Resources family.

Sincerely,

Hiring Supervisor

Your signature below indicates acceptance of the above job offer:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

NAME/SIGNATURE

\_\_\_\_\_\_\_\_\_\_\_\_\_

DATE