**SENT VIA ELECTRONIC MAIL**

XXX XX, XXXX

New Hire Name

Address

City, State Zip

Dear New Hire:

 It is with great pleasure that we extend an offer of employment to you within the Agency as a Working Title, (Classification Title). This position is a grade level X-## with an annual salary of $XX,XXX.00

Your start date is on Monday, XXX XX, 2022. The work location of this position is at 1400 McCormick Drive Largo, Maryland 20774 and your supervisor will be Supervisor’s Name, Supervisor’s Title, Agency. You will serve a one-year probationary period.

Due to the nature of the duties and responsibilities of this position, it is considered “essential”. Essential employees may be required to report to their designated work location to ensure the essential functions and operations continue when the County is closed due to inclement weather, emergency/hazardous conditions, or during reduced operations due to national or local crisis.

As a part of the County’s onboarding process, you will be required to attend the New Employee Orientation Program (NEOP) on Monday, XXX XX, 2022.You will receive an email from the Office of Human Resources Management, Learning, Performance, and Organizational Development Division the Thursday before your start date, inviting you to the session. Upon receipt of the email, please be sure to follow the instructions provided to activate your NEOGOV onboarding account and gain access to the portal in preparation for the orientation session. In the portal, you will find:

* + information on the orientation session;
	+ orientation resources;
	+ a checklist of the forms you will be required to complete, and helpful hints.

Additionally, you will be required to upload a photo of your Employee ID card in the NEOGOV portal. You will receive your Employee ID card via U.S. Postal mail delivered to the mailing address provided during the hiring process. Until you receive your Employee ID card, please keep a copy of this offer letter as well as a government-issued photo ID on your person to gain access to County facilities.

As a full-time classified service position, you are eligible to participate in the County’s health benefits and retirement benefits plans. Please visit the County’s website at <https://www.princegeorgescountymd.gov/3133/New-Employee-Orientation> to review this information before your scheduled orientation date so that you can make informed selections that will meet your needs. You will have a limited period to submit your onboarding documents, visiting the website will help ensure you are fully prepared to meet those deadlines.

Finally, you are expected to report to Work Site, Agency Address, Largo, MD 20774, to meet with your agency Human Resources Liaison, to pick up your equipment and undergo a brief agency orientation, on **Tuesday, XXX XX, 2022, at 10:00 a.m**. **Please sign and date in the designated area below acknowledging acceptance of the offer as outlined in this letter and return it via email no later than by XXX XX, 2022.** Should you have any questions before Orientation, please contact HR Liaison Name, Agency HR Liaison, at HRLemail@co.pg.md.us.

Again, congratulations and welcome to Prince George’s County Government. We look forward to having you on our team.

 Sincerely,

 Appointing Authority

 Director

I understand and accept the above conditions, and I accept this offer:

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

New Hire’s Name Date

cc:

 XXXXXXXXX, Deputy Director

 XXXXXXXXX, Deputy Director

 XXXXXXXXX, Associate Director

 Agency HRL

 Personnel File

 **Hihg**