

Board of State and Community Corrections
Firm Job Offer Email Template

Firm Job Offer Template

Hello (enter the candidate's first name),

Congratulations! As we discussed I would like to extend a firm job offer to you as a (enter classification) at the Board of State and Community Corrections (BSCC) in the (enter division name).

Your start date is (enter date). Please arrive at the BSCC (enter the agreed upon arrival time) to complete the onboarding process. You are required to bring the following documents with you on your first day:

1. Passport or Driver's License/State Issued ID Card
2. Social Security Card

Please let me know if you have any questions.