

Board of State and Community Corrections
Tentative Job Offer Email Template

Tentative Job Offer Template

Hello (enter the candidate's first name),

Congratulations! I would like to extend a tentative job offer to you as a (enter classification) at the Board of State and Community Corrections (BSCC) in the (enter division name) pending Live Scan clearance.

As we discussed, the next step in the process is to complete the Live Scan process. BSCC HR will be contacting you to schedule your Live Scan appointment.

Please let us know if you have any questions.