SAMPLE – New pay differential approved and current pay differential removed

August 8, 2023

John Smith

1234 South Main Street

Sacramento, CA 95825

RE: Confirmation of Employment Letter

Dear John Smith,

This letter is to confirm your upcoming appointment to the Tractor Operator-Laborer classification with the California Department of Fish and Wildlife (CDFW), North Central Region, at the Nimbus Fish Hatchery Unit in Rancho Cordova, CA.

You have agreed to begin work on Friday, September 1, 2023.

* Your work location is 1701 Nimbus Road, Rancho Cordova CA 95670
* Your estimated base salary will be $4,254 per month
* The following pay differentials have been approved for you in addition to your base salary:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Pay Diff** | **Frequency** | **Rate** | **Effective Date** | **Comments** |
| #34 – Commercial Drivers’ License | Monthly | 5%\* | 9/1/2023 | \*Differential percentage is calculated as 5% of the maximum salary of range A. |

* As of your appointment to the Tractor Laborer-Operator classification, you are no longer eligible for the following pay differentials:

|  |  |  |
| --- | --- | --- |
| **Pay Diff** | **Effective Date** | **Comments** |
| #14 – Bilingual Pay | 9/1/2023 | The position you are being appointed to is not a bilingual designated position. |

If you have any questions about the position, you may contact me at (916) 123-4567 or by email at firstname.lastname@Wildlife.ca.gov.

We are excited that you are joining our team and look forward to working with you!

Sincerely,

Manager

Manager Name, Job Title

Program Name

cc: Employee’s Official Personnel File