



Delaware Department of
Human Resources

Dear

On behalf of the Department of Human Resources, we are pleased to offer you this Internship opportunity with the State of Delaware.

Please take a moment to review this Appointment Letter, as it includes important details regarding the specific Agency/Department, Contacts, Position Details, Schedule dates, etc. associated with the State Internship Program assignment.

- **Employment Type:** Intern/Casual/Seasonal Employee - Please note that as a Casual/Seasonal employee, you are not eligible for benefits.
- **Hourly Rate:**
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- **Program Start Date:**
- **Position Title:**
- **Schedule Details:**

The Internship Program opportunity is contingent on the following:

- Acceptance of this Appointment Letter
- Completing State Intern Program Agreement

- Policy Review:
 1. Respectful Workplace and Anti-Discrimination Policy
 2. DTI Acceptable Use Policy
 3. Domestic Violence Policy
 4. Drug-Free Workplace Policy
 5. Executive Order 30
 6. Sexual Harassment Prevention Policy
 7. Workplace Violence Policy

To confirm your acceptance of this offer, please respond to Erica.Pratz@Delaware.Gov. On behalf of the State of Delaware's Department of Human Resources, congratulations! This is an incredible achievement, and we look forward to working with you!

Sincerely,



Delaware Department of
Human Resources

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Dover, DE 19901

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"Find Your Future" with US!

-Positively Delaware

statejobs.delaware.gov