



Delaware Department of  
**Human Resources**

Dear

Congratulations! It is with great pleasure that we 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 Internship Program assignment.

- **Internship Type:**

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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**

Haslet Armory  
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*-Positively Delaware*

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