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**State of Louisiana**  
OFFICE OF THE LIEUTENANT GOVERNOR  
DEPARTMENT OF CULTURE, RECREATION & TOURISM  
OFFICE OF MANAGEMENT AND FINANCE

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## HUMAN RESOURCES MEMORANDUM NO. 2012-013

**TO:** Lt. Governor, Secretary, Deputy Secretary, Undersecretary, Assistant Secretaries, Deputy Assistant Secretaries, Program Managers, and Directors

**FROM:** Rikki Nicole David <sup>RND</sup>  
Human Resources Director

**SUBJECT:** Revised Conditional Offer of Employment

**DATE:** May 9, 2012

The Conditional Offer of Employment form has been updated. The revisions include:

1. Eliminating data fields that are no longer needed;
2. Making the form more user-friendly by converting it to a fill-able Word document.

The form is attached for your convenience, and may also be accessed on Channel Z under Human Resources → HR Forms.

Please ensure that you begin using the updated form, which is dated "R – 5/12" in the upper right hand corner.

Thank you for your cooperation.

Should you have questions, please contact the Human Resources Division at (225) 342-0880.

RND:ch  
Attachment  
c: Personnel Liaisons

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