

# Conditional Job Contract

Date: [Insert Date]

To,  
[Employee's Name]  
[Employee's Address]

Dear [Employee's Name],

We are pleased to offer you the position of [Job Title] at [Company Name], subject to the following conditions:

1. You must provide satisfactory references.
2. You must pass a background check.
3. You must complete a probationary period of [X months].

Your start date will be [Start Date], and your salary will be [Salary Amount], payable on a [Monthly/Bi-weekly] basis.

Please sign and return a copy of this letter by [Response Date] to confirm your acceptance under these conditions.

We look forward to having you join our team!

Best regards,  
[Your Name]  
[Your Title]  
[Company Name]

\_\_\_\_\_  
[Employee's Signature]

Date: \_\_\_\_\_