

# Conditional Part-Time Job Offer

Date: [Insert Date]

[Applicant's Name]

[Applicant's Address]

[City, State, Zip Code]

Dear [Applicant's Name],

We are pleased to extend you a conditional offer of employment for the position of [Job Title] at [Company Name]. This part-time role is contingent upon the successful completion of [specify conditions such as background check, drug screening, or reference checks].

Your anticipated start date will be [Insert Start Date], pending the completion of the above conditions. Your hourly rate will be [Insert Hourly Rate], and you will report directly to [Supervisor's Name].

Please confirm your acceptance of this conditional job offer by signing below and returning this letter by [Insert Deadline].

We look forward to welcoming you to our team!

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

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Signature (Applicant)

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