

Conditional Job Offer Letter

Date: [Insert Date]

[Candidate's Name]

[Candidate's Address]

[City, State, Zip Code]

Dear [Candidate's Name],

We are pleased to extend to you a conditional offer of employment for the position of [Job Title] at [Company Name]. This offer is contingent upon the successful completion of the following conditions:

1. Verification of your employment history.
2. Completion of a background check.
3. Submission of a pre-employment drug screening with satisfactory results.
4. Provision of professional references.

Your expected start date is [Start Date], pending the completion of these conditions. You will report directly to [Supervisor's Name] and your starting salary will be [Salary Amount].

Please sign and return a copy of this letter by [Return Date] to indicate your acceptance of this conditional offer.

Should you have any questions, please feel free to contact me at [Your Phone Number] or [Your Email Address].

We look forward to welcoming you to the team!

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Company Address]