

Conditional Employment Invitation

Date: [Insert Date]

[Candidate's Name]

[Candidate's Address]

[City, State, Zip Code]

Dear [Candidate's Name],

We are pleased to inform you that you have been selected for the position of [Job Title] with [Company Name]. We believe your skills and experiences align perfectly with our organization's goals and culture.

This offer is conditional upon the satisfactory completion of the following requirements:

- Background check
- Drug screening
- Verification of educational qualifications
- Reference checks

Upon successful completion of these conditions, your starting date will be [Start Date], with a salary of [Salary Amount] and an overview of benefits attached. Please sign and return this letter by [Return Date] to confirm your acceptance of this conditional offer.

If you have any questions or require further information, please do not hesitate to contact me at [Your Phone Number] or [Your Email Address].

We are excited about the possibility of you joining our team at [Company Name].

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Company Address]

[City, State, Zip Code]