

Conditional Employment Offer

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], effective [Start Date], pending the successful completion of the conditions outlined below.

Terms of Employment

Your employment will be subject to the following conditions:

1. Successful completion of reference checks.
2. Verification of your educational qualifications.
3. Completion of a background check.
4. Signing and returning the enclosed confidentiality agreement.

Compensation and Benefits

Your starting salary will be [Salary Amount] per year, payable in accordance with the company's standard payroll schedule. You will also be eligible for [list any bonuses, benefits, or other perks].

Please confirm your acceptance of this offer by signing and returning this letter by [Deadline Date]. If you have any questions, feel free to reach out to me at [Your Phone Number] or [Your Email].

We look forward to having you join our team!

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Company Address]

[City, State, Zip Code]