

# Conditional Job Offer Letter

Date: [Insert Date]

[Contractor's Name]

[Contractor's Address]

[City, State, Zip Code]

Dear [Contractor's Name],

We are pleased to extend to you a conditional job offer for the position of [Job Title] as a freelance contractor with [Company Name]. This offer is contingent upon the successful completion of [any background checks, reference checks, etc.], as well as the finalization of our contractual agreement.

Details of the offer are as follows:

- **Start Date:** [Proposed Start Date]
- **Compensation:** [Hourly Rate/Salary]
- **Scope of Work:** [Brief Description of Work]
- **Contract Duration:** [Time Period if applicable]

To accept this offer, please sign and return this letter by [Acceptance Deadline]. This offer will remain valid until then. If you have any questions or need further information, feel free to reach out.

We look forward to the possibility of working together.

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Company Address]

[Phone Number]

[Email Address]

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I, [Contractor's Name], accept the terms outlined in this letter.

Signature: \_\_\_\_\_

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