

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 for the position of [Job Title] at [Company Name]. This part-time position entails working [number of hours] hours per week, at a wage of [amount] per hour.

This offer is contingent upon the successful completion of the following:

- Background check
- Verification of references
- Completion of required training

If you accept this offer, your anticipated start date will be [Start Date]. Please indicate your acceptance by signing below and returning this letter by [Response Deadline].

We look forward to having you on our team!

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

I, [Candidate's Name], accept the conditional job offer for the position of [Job Title] with [Company Name].

Signature: _____ Date: _____