

Conditional Job Offer Letter

Date: [Insert Date]

To: [Candidate's Name]

[Candidate's Address]

Dear [Candidate's Name],

We are pleased to extend to you a conditional job offer for the position of [Job Title] at [Company Name]. This position is a remote work opportunity, and we believe your skills and experience make you a great fit for our team.

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

- Background check
- Verification of your educational credentials
- Completion of the necessary onboarding paperwork

Below are the terms of the offer:

- Start Date: [Insert Start Date]
- Salary: [Insert Salary]
- Remote Work Policy: [Brief Description]

Please indicate your acceptance of this conditional offer by signing and returning a copy of this letter by [Insert Deadline].

We look forward to welcoming you to our team!

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Company Address]

[Contact Information]