

Conditional Offer of Employment

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] with [Company Name]. Your starting date will be [Start Date], pending the successful completion of the following conditions:

- Completion of background checks.
- Passing a drug screening.
- Verification of your educational credentials.

Your starting salary will be [Salary], and you will be eligible for [Benefits, e.g., health insurance, retirement plans] after [specific time frame].

Please sign and return this letter by [Response Date] to confirm your acceptance of this conditional offer.

We look forward to welcoming you to our team!

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

[Contact Information]