

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

- Verification of your employment history.
- Completion of a background check.
- Receipt of satisfactory references.
- Successful completion of a drug screening.

Please note that this offer is valid until [Offer Expiration Date]. If you accept, please sign and return this letter by that date.

We are excited about the prospect of you joining our team. If you have any questions regarding the conditions or the offer itself, please do not hesitate to contact me.

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Contact Information]