

# Conditional Job Offer Confirmation

Date: [Insert Date]

[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 offer is contingent upon the successful completion of [list any conditions such as background checks, drug screening, educational verification, etc.].

Below are the details of your conditional offer:

- **Position:** [Job Title]
- **Start Date:** [Proposed Start Date]
- **Salary:** [Salary Amount]
- **Benefits:** [Briefly describe benefits]

Please indicate your acceptance of this conditional offer by signing and returning a copy of this letter by [Insert Deadline]. If you have any questions or require further information, feel free to contact me at [Your Contact Information].

We look forward to welcoming you to our team!

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Company Address]