

Conditional Job Offer

Date: [Insert Date]

[Candidate's Name]

[Candidate's Address]

[City, State, Zip]

[Candidate's Email]

[Candidate's Phone Number]

Dear [Candidate's Name],

We are pleased to extend to you a conditional offer of employment for the position of [Job Title] at [Company Name]. This offer is contingent upon the successful completion of [background check, drug screening, reference check, etc.].

Your starting date will be [Insert Start Date], pending the successful completion of the required conditions. As discussed, your salary will be [Insert Salary], and you will be eligible for [Insert Benefits] after [Insert Time Period].

We believe that your skills and experience will be a valuable addition to our team. Please review the attached documents for more information regarding our company policies and benefits.

To accept this conditional job offer, please sign and return this letter by [Insert Deadline]. If you have any questions, feel free to contact me at [Your Phone Number] or [Your Email].

We look forward to having you on our team!

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Company Address]

[City, State, Zip]

[Company Phone Number]

[Company Email]

Enclosure: [Attach any relevant documents]