

Conditional Employment Offer

Date: [Insert Date]

[Applicant's Name]
[Applicant's Address]
[City, State, Zip]

Dear [Applicant's Name],

We are pleased to offer you the position of [Job Title] at [Company Name] conditional upon the following terms:

- **Start Date:** [Start Date]
- **Salary:** [Salary Amount] per [hour/year]
- **Work Schedule:** [Details of Work Schedule]
- **Background Check:** This offer is contingent upon the satisfactory completion of a background check.
- **Drug Screening:** A drug screening must be completed and passed prior to your start date.
- **Employment Eligibility:** Verification of your eligibility to work in [Country].

Please sign and return this letter by [Acceptance Deadline] to confirm your acceptance of this offer on the specified terms.

We look forward to having you join our team at [Company Name]. If you have any questions, please feel free to reach out to me at [Your Contact Information].

Sincerely,

[Your Name]
[Your Job Title]
[Company Name]

Accepted by: _____ Date: _____