

# Conditional Hiring Agreement

Date: [Insert Date]

[Employee Name]

[Employee Address]

[City, State, Zip Code]

Dear [Employee Name],

We are pleased to extend a conditional offer of employment for the position of [Job Title] at [Company Name]. This offer is contingent upon the successful completion of the following conditions:

- Background Check
- Drug Screening
- Verification of Employment History
- Reference Check

Your start date will be [Insert Start Date] unless any of the conditions mentioned above are not met. Upon successful completion of these conditions, you will receive a formal employment contract outlining your terms of employment.

Please confirm your acceptance of this conditional offer by signing and returning this letter by [Insert Deadline].

We look forward to the possibility of you joining our team!

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Company Address]

[Phone Number]

[Email Address]

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Signature of Employee

[Date]