

Provisional Employment Offer Letter

[Date]

[Candidate's Name]

[Candidate's Address]

[City, State, Zip Code]

Dear [Candidate's Name],

We are pleased to extend to you a provisional offer of employment for the position of [Job Title] at [Company Name]. We believe your skills and experience will be an excellent addition to our team.

Your anticipated start date will be [Start Date], contingent upon the successful completion of all pre-employment screenings, including [background check, reference check, or any specific conditions].

The provisional position will be at a salary of [Salary], paid on a [bi-weekly/monthly] basis, and you will also be eligible for [briefly mention benefits, e.g., health insurance, retirement plans, etc.].

This offer is contingent upon [any additional contingencies, if applicable]. Please sign and return this letter by [Response Deadline] to confirm your acceptance of this provisional offer.

We look forward to welcoming you to [Company Name]. If you have any questions, feel free to reach out at [Contact Information].

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Company Address]

[City, State, Zip Code]