

# Conditional Job Offer Letter

Date: [Insert Date]

[Candidate's Name]

[Candidate's Address]

[City, State, ZIP Code]

Dear [Candidate's Name],

We are pleased to extend a conditional job offer for the position of [Job Title] at [Company Name]. This offer is contingent upon the successful completion of [background checks, drug tests, or other contingencies].

Your starting salary will be [Salary Amount], with a start date of [Proposed Start Date], pending the completion of the aforementioned conditions. You will also be eligible for [mention any benefits or perks, if applicable].

Please sign and return this letter by [Response Deadline]. We look forward to welcoming you to the team at [Company Name].

Best regards,

[Your Name]

[Your Title]

[Company Name]

[Company Address]

[City, State, ZIP Code]

Enclosure: [List any enclosed documents if needed]