

Provisional Employment Offer

Date: [Insert Date]

[Employee's Name]

[Employee's Address]

[City, State, Zip Code]

Dear [Employee's Name],

We are pleased to extend to you a provisional offer of employment for the position of [Job Title] at [Company Name]. This offer is contingent upon the successful completion of [background checks, reference checks, and any other contingencies].

Your anticipated start date will be [Start Date], with an initial salary of [Salary Amount] per [hour, year, etc.]. This position will report to [Supervisor's Name] and will involve [brief description of job responsibilities].

Please confirm your acceptance of this offer by [Deadline Date]. We look forward to welcoming you to our team!

Best regards,

[Your Name]

[Your Job Title]

[Company Name]

[Company Address]

[City, State, Zip Code]