

Conditional Employment Offer Letter

Date: [Insert Date]

[Candidate's Name]

[Candidate's Address]

[City, State, Zip Code]

Dear [Candidate's Name],

We are pleased to extend to you a conditional offer of employment for the position of [Job Title] with [Company Name]. This offer is contingent upon the successful completion of [conditions such as background check, drug screening, reference checks, etc.].

Details of your offer are as follows:

- **Position:** [Job Title]
- **Start Date:** [Proposed Start Date]
- **Salary:** [Proposed Salary]
- **Benefits:** [Brief description of benefits]

Please acknowledge your acceptance of this conditional offer by signing and returning this letter by [Acceptance Deadline]. We look forward to the possibility of you joining our team.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

I, [Candidate's Name], accept the terms of this conditional employment offer.

Signature: _____ Date: _____