

Conditional Acceptance Letter

Date: [Insert Date]

[Applicant's Name]
[Applicant's Address]
[City, State, Zip Code]

Dear [Applicant's Name],

We are pleased to inform you that you have been conditionally accepted for the adjunct faculty position in the [Department Name] at [University/College Name]. We believe that your skills and experience will be a valuable contribution to our academic community.

Your appointment is conditional upon the completion of the following requirements:

- Verification of your academic credentials.
- Completion of background check.
- Submission of additional documentation as specified in the interview.

Upon successful completion of these requirements, we will provide you with further details regarding your teaching assignment, schedule, and orientation.

Please confirm your acceptance of this conditional offer by signing and returning this letter by [Insert Deadline]. We are excited about the possibility of you joining our faculty and look forward to your positive response.

Best regards,

[Your Name]
[Your Title]
[Department Name]
[University/College Name]
[Contact Information]

Accepted by: _____ Date: _____