

# Conditional Offer Letter

Date: \_\_\_\_\_

**Candidate Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_  
\_\_\_\_\_

**Position:** \_\_\_\_\_

Dear \_\_\_\_\_,

We are pleased to offer you the position of \_\_\_\_\_ at \_\_\_\_\_.

This offer is conditional upon fulfillment of the following requirements:

1. Satisfactory completion of background and reference checks.
2. Submission of necessary documents as required by law or company policy.
3. Proof of right to work in the country.
4. Any additional requirements as communicated by the company.

## Compensation & Benefits

Your starting salary will be \_\_\_\_\_ per annum. Further details regarding benefits and company policies will be provided upon joining.

## Start Date

Your proposed start date is: \_\_\_\_\_

## Acceptance

Please sign and return a copy of this letter by \_\_\_\_\_ to confirm your acceptance.

Sincerely,

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Name

Title

**Candidate Signature:** \_\_\_\_\_ Date: \_\_\_\_\_