

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,

Name

Title

Candidate Signature: _____ **Date:** _____