

Conditional Employment Offer Letter

Date: _____

To: _____

Address: _____

Dear _____,

We are pleased to offer you the position of _____ at _____, subject to the following conditions:

1. Satisfactory completion of background and reference checks.
2. Verification of academic and professional credentials.
3. Submission of documents required for employment eligibility.
4. Signing of all company policies and agreements.

The expected start date is _____. Your compensation and other terms of employment will be as discussed and outlined in our previous communications.

Kindly acknowledge your acceptance of this conditional offer by signing and returning a copy of this letter by _____.

We look forward to welcoming you to our team.

Sincerely,

Title: _____

Acceptance of Offer:

I, _____, accept the terms and conditions of this conditional employment offer.

Signature: _____ Date: _____