

[Your Company Logo]
[Company Name]
[Company Address]
[City, State ZIP Code]
[Phone Number]
[Date]

[Candidate Name]
[Candidate Address]
[City, State ZIP Code]

Re: Conditional Job Offer

Dear [Candidate Name],

We are pleased to offer you the position of **[Job Title]** at **[Company Name]**, contingent upon the successful completion of the following conditions:

- Verification of references
- Successful background check
- Completion of medical examination (if applicable)
- Provision of proof of eligibility to work in [Country]
- Any other condition deemed necessary by the Company

The terms and conditions of your employment, including compensation, benefits, and start date, will be detailed in a formal employment agreement to be provided upon meeting the above requirements.

Please acknowledge your acceptance of this conditional offer by signing and returning a copy of this letter by [Date].

We look forward to having you as part of our team.

Sincerely,

[Name]

[Title]

[Company Name]