

[Your Company Letterhead]

[Date]

[Candidate's Name]

[Candidate's Address]

[City, State, Zip Code]

Dear [Candidate's Name],

Subject: Conditional Job Offer

We are pleased to inform you that you have been selected for the position of [Job Title] at [Company Name], pending the successful completion of all necessary conditions.

1. **\*\*Position Details:\*\***

- Job Title: [Job Title]
- Department: [Department Name]
- Start Date: [Proposed Start Date]

2. **\*\*Compensation:\*\***

- Salary: [Salary Amount]/[Per Hour]
- Benefits: [Briefly outline benefits, e.g., health insurance, retirement plan, etc.]

3. **\*\*Conditions of Employment:\*\***

- [Condition 1, e.g., satisfactory background check]
- [Condition 2, e.g., drug screening]
- [Condition 3, e.g., verification of employment history]

4. **\*\*At-Will Employment:\*\***

- This offer does not constitute a contract of employment and can be terminated by either party at any time.

5. **\*\*Acceptance:\*\***

- Please sign and return a copy of this letter by [Acceptance Deadline].

We are excited about the possibility of you joining our team and contributing to [Company Name]. Please contact us at [Contact Information] if you have any questions.

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Company Address]

[City, State, Zip Code]