

Informal Conditional Job Offer Email

Subject: Conditional Offer for [Position Name]

Hi [Candidate Name],

Congrats! We are excited to extend you a conditional offer for the [Position Name] role at [Company Name]. Your appointment is subject to completing the following: verification of degrees, reference checks, and a standard medical exam.

Once these conditions are cleared, youâ€™ll officially join our team on [Start Date]. Please reply to this email to confirm your acceptance.

Best regards,

[HR Representative Name]

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