

Official Conditional Job Offer Letter

Subject: Conditional Offer of Employment “ [Position Name]

Dear [Candidate Name],

Following your interview process, we are delighted to extend a conditional offer for the position of [Position Name] at [Company Name]. This offer is contingent on:

- Verification of your academic and professional credentials.
- Successful completion of background checks.
- Receipt of satisfactory references.

Please confirm your acceptance of this offer by [Date]. Employment commencement is scheduled for [Start Date] once all conditions are fulfilled.

Best regards,

[HR Director Name]

[Company Name]

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