

Heartfelt Conditional Job Offer Letter

Subject: Conditional Employment Offer “ [Position Name]

Dear [Candidate Name],

We are thrilled to offer you the position of [Position Name] at [Company Name], pending the completion of standard employment conditions such as background checks and reference verification. Your skills and experience are an excellent fit for our team, and we look forward to welcoming you once the conditions are met.

Please let us know if you have any questions or need assistance with the verification process. Kindly confirm your acceptance by [Date].

Warm regards,

[HR Manager Name]

[Company Name]

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