

Conditional Or Contingent Offer Letter

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email Address]

[Your Phone Number]

[Today's Date]

[Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

RE: Conditional/Contingent Offer of Employment

I am delighted to extend to you an offer of employment for the position of [Job Title] at [Company Name]. We were impressed by your qualifications, skills, and experience, and believe you would be an excellent fit for our team. We are excited about the possibility of having you join us and contribute to our company's success.

This offer is conditional/contingent upon the successful completion of certain pre-employment requirements, which are detailed below:

1. **Background Check:** You will be required to undergo a comprehensive background check, including criminal history, educational verification, and employment history. Your employment is contingent upon satisfactory results from this check.
2. **Drug Screening:** As a condition of employment, you will be required to take and pass a pre-employment drug screening. A negative result is necessary to proceed with your employment.
3. **Reference Checks:** We will conduct reference checks to validate your past work performance and qualifications.
4. **Legal Authorization to Work:** You must provide valid proof of your eligibility to work in

[Country/Region], such as a work permit or visa, if applicable.

5. Any other conditions deemed necessary by the company to ensure a successful onboarding process.

If you have any concerns or questions regarding any of the above conditions, please feel free to discuss them with us. We understand that circumstances may vary, and we are willing to work with you to address any legitimate concerns.

Salary and Benefits:

Your starting salary for the position of [Job Title] will be [Annual Salary] per year, paid on a [bi-weekly/monthly] basis. Additionally, you will be eligible for the company's standard benefits package, which includes health insurance, retirement plans, paid time off, and other benefits outlined in the employee handbook.

Employment at-will:

Please note that your employment with [Company Name] will be on an at-will basis. This means that either you or the company may terminate the employment relationship at any time, for any reason, with or without cause or notice.

Acceptance:

If you choose to accept this conditional/contingent offer, please sign and return a copy of this letter by [Date], indicating your acceptance of the terms and conditions outlined herein. Upon acceptance, we will provide you with further instructions regarding the next steps in the onboarding process.

We hope that you will find this offer acceptable and look forward to welcoming you to the [Company Name] team. Should you have any questions, please do not hesitate to reach out to me at [Your Phone Number] or [Your Email Address].

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

I, [Recipient's Name], hereby accept the conditional/contingent offer of employment for the position of [Job Title] at [Company Name] on the terms and conditions outlined in this letter.

Signature: _____

Date: _____