

Conditional Job Offer Letter

Subject: Conditional Offer of Employment

Dear [Candidate Name],

We are pleased to inform you that you have been selected for the position of [Position] at [Company Name]. This offer is conditional upon the successful completion of the following requirements:

1. Verification of your employment history and professional references.
2. Completion of background and security checks.
3. Submission of relevant academic or professional certificates.
4. Any other compliance requirements mandated by company policy.

Upon satisfactory completion of these conditions, we will confirm your appointment and provide further details regarding your start date and onboarding process.

We are excited about the prospect of you joining our team and look forward to your positive response.

Sincerely,

[Your Name]

[Title]

[Company Name]

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