

Conditional Offer Email for Remote Position

Subject: Conditional Offer for Remote Position

Hi [Candidate Name],

We are excited to offer you the role of [Position] at [Company Name]. This offer is conditional and requires completion of the following steps:

1. Verification of previous employment and references.
2. Successful completion of our remote onboarding assessment.
3. Confirmation of your home office setup and technology requirements.

Once all conditions are met, we will send you a finalized employment contract with your start date and additional details.

We look forward to welcoming you to our team.

Kind regards,

[Your Name]

[Title]

[Company Name]

Get more templates here:

<https://www.lettersandtemplates.com/letters/conditional-or-contingent-offer-letter>