

Formal Contingent Offer Letter

Subject: Contingent Employment Offer

Dear [Candidate Name],

Following our recent discussions, we are pleased to extend to you a contingent offer for the position of [Position] at [Company Name]. This offer is contingent upon the following:

- Satisfactory completion of background and reference checks.
- Submission of all required certifications and documentation.
- Compliance with company health and safety protocols.

Upon fulfillment of these conditions, your employment will be formally confirmed, and you will receive your detailed appointment letter.

We are confident that you will be a valuable addition to our organization.

Sincerely,

[Your Name]

[Title]

[Company Name]

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