

Heartfelt Conditional Offer Letter

Subject: Conditional Job Offer – Welcome to [Company Name]

Dear [Candidate Name],

It is with great pleasure that we extend this conditional offer for the role of [Position]. We are genuinely impressed by your skills and experience and believe you will be an excellent addition to our team.

Please note that this offer is contingent on completing the following steps:

1. Verification of your professional and academic references.
2. Clearance of background checks and other company-required screenings.

Once these conditions are satisfied, we will warmly welcome you aboard and provide details for your start date and onboarding schedule.

We look forward to your positive response.

Warm regards,

[Your Name]

[Title]

[Company Name]

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