

Conditional Offer Letter with Probation Clause

Subject: Conditional Offer with Probation Terms

Dear [Candidate Name],

We are delighted to offer you the position of [Position] at [Company Name]. This offer is contingent on the successful completion of all pre-employment checks and documentation.

Additionally, please note that your employment will be subject to a probation period of [Duration], during which your performance and suitability for the role will be evaluated.

Upon satisfactory completion of this probationary period and fulfillment of all initial conditions, your employment will be confirmed in writing.

We are excited about the possibility of having you join our team.

Sincerely,

[Your Name]

[Title]

[Company Name]

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