

Simple Quick Conditional Offer Email

Subject: Conditional Offer “ Immediate Next Steps

Hi [Candidate Name],

We are pleased to offer you the position of [Position] at [Company Name]. This offer is conditional upon completing the following:

- Reference checks.
- Background verification.
- Submission of any pending certificates.

Once these steps are completed, we will confirm your start date and share onboarding details.

Thank you, and we look forward to working with you.

Best,

[Your Name]

[Title]

[Company Name]

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