

Appointment contingent on medical and background checks

Subject: Conditional Appointment as Firefighter

Dear [Candidate Name],

We are pleased to offer you a conditional appointment as a Firefighter with [Fire Department Name]. This appointment is contingent upon the successful completion of your medical examination, physical fitness assessment, and background verification.

Once these conditions are satisfied, your official start date will be confirmed as [Tentative Start Date]. You will then receive further instructions regarding training, orientation, and station assignment.

We look forward to finalizing your appointment and welcoming you to our department.

Sincerely,

[Name]

[Title]

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