

Conditional Internship Offer Template

Subject: Conditional Offer - [Internship Position] at [Organization]

Dear [Candidate Name],

We are delighted to extend a conditional offer for the [Internship Title] position at [Organization Name], pending the successful completion of the requirements outlined below.

This offer is contingent upon:

- Successful completion of background check
- Verification of enrollment in [Degree Program] at [University]
- Submission of signed confidentiality agreement
- Proof of eligibility to work in [Country]
- [Any specific requirements like security clearance]

Upon satisfactory completion of these conditions, your internship will commence on [Start Date] and run through [End Date]. The position offers [compensation details] and includes [benefits/perks].

You will be working with the [Department] team on [brief description of work]. This internship provides excellent exposure to [industry/field] and potential for [growth opportunities].

Please confirm your continued interest in this position by [Date] and begin the process of meeting the conditional requirements. Our HR team will contact you within [timeframe] with detailed instructions.

We are excited about the possibility of working with you and look forward to your positive response.

Warm regards,

[Your Name]

[Title]

[Organization]

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