Provisional Job Offer

Subject: Conditional Job Offer â€“ [Position Name]

Dear [Candidate Name],

We are pleased to offer you the position of [Position Name] at [Company Name] pending the completion of [Background Check / Reference Check / Documentation].

If all conditions are met, your start date will be [Start Date] and you will receive a salary of [Salary Details].

Please acknowledge receipt of this email and confirm your willingness to proceed with the conditions mentioned.

Best regards,

[Your Name]

[Designation]

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