

Formal job offer pending final approvals

Subject: Provisional Offer of Employment

Dear [Candidate Name],

We are pleased to inform you that you have been selected for the position of [Job Title] at [Company Name], subject to the completion of all pre-employment requirements.

This offer is provisional and contingent upon verification of your qualifications, references, and any other necessary approvals. Once these requirements are satisfactorily met, a formal employment contract will be issued.

Please confirm your acceptance of this provisional offer by [Date]. We look forward to welcoming you to our team.

Sincerely,

[HR Manager Name]

[Company Name]

[Contact Information]

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