

Offer contingent on background verification

Subject: Provisional Offer – Background Check Pending

Dear [Candidate Name],

We are delighted to offer you the position of [Job Title] at [Company Name]. This provisional offer is contingent upon successful completion of your background verification.

Upon satisfactory completion, a formal employment agreement will be provided. Please provide any required documents promptly to expedite this process.

We look forward to having you join our team.

Sincerely,

[HR Manager Name]

[Company Name]

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