

Provisional Job Offer Acceptance

Dear [Candidate Name],

We are pleased to inform you that you have been provisionally selected for the position of [Job Title] at [Company Name]. This preliminary acceptance is contingent upon the successful completion of [background verification, reference checks, medical examination, or other specified conditions].

Please confirm your acknowledgment of this provisional acceptance and your availability to complete the required steps at your earliest convenience. We look forward to welcoming you to our team upon successful fulfillment of these conditions.

Sincerely,

[Your Name]

[Designation]

[Company Name]

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