

Provisional or conditional employment offer sent via email

Subject: Provisional Employment Offer for [Position Name]

Hi [Candidate Name],

We are excited to extend a provisional offer for the role of [Position Name] at [Company Name], starting on [Start Date]. This offer is contingent upon the successful completion of background verification and reference checks.

Please review the attached contract and confirm your acknowledgment by replying to this email within [Time Frame].

Best regards,

[Sender Name]

[Designation]

[Company Name]

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