

Initial offer pending final approvals

Subject: Preliminary Employment Offer for [Position Name]

Dear [Candidate Name],

We are pleased to extend a preliminary offer for the position of [Position Name] at [Company Name], effective [Start Date]. This offer is subject to final approval from management and completion of necessary background checks.

Please review the attached draft contract and provide your acknowledgment. The official employment agreement will be sent once all approvals are obtained.

Sincerely,

[Sender Name]

[Designation]

[Company Name]

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