

Conditional Job Offer Of Employment Letter

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Today's Date]

[Applicant's Name]

[Applicant's Address]

[City, State, ZIP Code]

Dear [Applicant's Name],

RE: Conditional Job Offer of Employment

I am pleased to extend a conditional job offer for the position of [Job Title] at [Company Name]. We have carefully reviewed your qualifications, experience, and skills, and we believe that you will be a valuable addition to our team.

We are excited about the possibility of you joining our organization and contributing to our ongoing success. This offer is contingent upon the successful completion of the following conditions:

1. **Background Check:** You will be required to undergo a thorough background check, which may include verification of your employment history, educational credentials, criminal record, and other relevant checks as required by the company's policy.
2. **Drug Screening:** As part of our commitment to maintaining a safe and drug-free workplace, you will be asked to undergo a pre-employment drug screening.
3. **Reference Checks:** Satisfactory references are a condition of your employment. We will be contacting your listed references to verify your work experience and character.
4. **Employment Eligibility:** You must provide documentation establishing your eligibility to work in [Country/Region] in accordance with the applicable laws.

5. Signing of Employment Contract: Upon successful completion of the above conditions, you will be required to sign an employment contract that outlines the terms and conditions of your employment with [Company Name].

Please note that the conditional offer of employment may be revoked if any of the above conditions are not met to our satisfaction.

If you agree with the terms and conditions of this conditional job offer, please sign and return a copy of this letter to us by [Date]. You may reach out to [Contact Name] at [Contact Email/Phone Number] for any questions or clarifications regarding the offer.

Once again, congratulations on being selected for this position. We look forward to having you as a valuable member of our team.

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]