Conditional Offer Email for Remote Position

Subject: Conditional Offer for Remote Position

Hi [Candidate Name],

We are excited to offer you the role of [Position] at [Company Name]. This offer is conditional and requires completion of the following steps:

- 1. Verification of previous employment and references.
- 2. Successful completion of our remote onboarding assessment.
- 3. Confirmation of your home office setup and technology requirements.

Once all conditions are met, we will send you a finalized employment contract with your start date and additional details.

We look forward to welcoming you to our team.

Kind regards,

[Your Name]

[Title]

[Company Name]

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