

Provisional Offer Letter

[Your Company Logo]

[Your Company Name]

[Company Address]

[City, State, Zip Code]

[Date]

[Applicant's Name]

[Applicant's Address]

[City, State, Zip Code]

Dear [Applicant's Name],

We are pleased to extend a provisional offer of employment to you for the position of [Job Title] at [Your Company Name]. We were thoroughly impressed with your qualifications, experience, and skills, and believe that you will make a valuable addition to our team.

This provisional offer is contingent upon the successful completion of all pre-employment requirements, including but not limited to background checks, reference checks, and any other necessary assessments. Upon satisfying these conditions, we anticipate having you join our company on [Start Date], which will be determined after completing the onboarding process.

Key Employment Terms:

1. Job Title: [Job Title]
2. Department: [Department Name]
3. Reporting to: [Supervisor/Manager Name]
4. Compensation: Your starting salary will be [Annual Salary], paid in accordance with the company's standard payroll schedule.
5. Benefits: As an employee of [Your Company Name], you will be eligible for our comprehensive benefits package, including health insurance, retirement plans, paid time off, and other applicable benefits.

6. Employment Type: [Full-time/Part-time]

7. Work Schedule: Your typical work hours will be [Work Hours per week], [Days of the week], from [Start Time] to [End Time].

8. Location: [Office Location or Remote work arrangement]

9. Other terms and conditions: Any other specific terms and conditions will be detailed in the official employment contract.

Please note that the provisional offer is not a binding employment contract and is subject to the successful completion of all pre-employment requirements. We expect that you will accept this offer within [Acceptance Deadline], giving us adequate time to complete the necessary onboarding procedures.

To accept this provisional offer, please sign and return a copy of this letter by email to [Your Email Address]. Upon receipt of your acceptance, we will proceed with the formal employment contract and the onboarding process.

We look forward to your positive response and the opportunity to welcome you to our team. If you have any questions or require additional information, please feel free to reach out to us.

Congratulations once again on your provisional offer, and we hope to have you join us soon.

Sincerely,

[Your Name]

[Your Job Title]

[Your Company Name]

[Your Company Contact Information]