Conditional job offer letter

[Company name]
[Address]

[Date]

Dear [Candidate first name],

We are pleased to make you a conditional offer of employment for the position of [Job title] at [location], starting [planned start date], at $[pay] per [hour / year].

This offer is conditional on the following. We will not finalize your start date until each one is complete:
1. A background check by [screening company], which we will run only after you sign the separate disclosure and authorization form we are sending with this letter
2. [A drug test at an approved lab within ___ days, if allowed by law for this role]
3. [Verification of your license or certification: type and number]
4. [Satisfactory references from ___ previous employers]
5. Documents that prove your identity and authorization to work in the United States for Form I-9, no later than three business days after your first day of work

If something in a background report might cause us to withdraw this offer, we will first give you a copy of the report and a summary of your rights, and give you the chance to respond before we make a final decision.

All other terms:
- Reports to: [Manager name and title]
- Classification: [Non-exempt hourly / Exempt salaried]
- Schedule: [schedule]
- Benefits: [summary or "see enclosed summary"]

Employment with [Company name] is at will. This means that you or the company may end the employment relationship at any time, with or without cause or notice. Nothing in this letter is a contract for a fixed term of employment.

Please sign below by [deadline date] to accept this conditional offer and return the authorization form.

Sincerely,

Free template from workzenly.com

[Name]
[Title]

Acceptance

I accept this offer on the terms above. I understand that my employment is at will and that this letter is not a contract for any fixed period of employment.

Candidate signature	Date
For the company	Date

Free template from workzenly.com