



[Company Logo Delete or Replace]

[Post your job](#) on Indeed or find more templates and samples in the [Employer Resource Library](#).

Conditional employment offer template

Fill in this template with the appropriate information for the proposed new employee and quickly craft an effective conditional offer of employment. Remove or insert any information as it applies to your business's needs.

[Date]

[Candidate Name]

[Street Address]

[City, State, Zip code]

Dear [Candidate Name]:

Congratulations on securing the next stage of the hiring process. [Company Name] is pleased to offer you the position of [job title], starting [scheduled start date]. You will be reporting to [Title, Name]. This position is [employment classification, full-time or part-time or other] and pay starts at [insert wage] per [hour, week], to be paid [insert pay period time frame]. The compensation package, which is subject to plan and policy changes, also includes:

- Access to the company's health insurance marketplace, including dental coverage and a flexible spending account
- Eligibility for benefits, including life insurance and disability coverage for short- or long-term disabilities or long-term care needs (waiting periods may apply)
- 401k with matching employer contributions up to [insert figure] annually
- Accruing paid time off (PTO) and company-funded holidays

We would like to extend you an offer of employment, contingent on the completion of the requirements listed below. Your initial employment will include a probationary period of [30, 60, 90, etc.] days, during which you will not be able to perform [list restricted work activities during probationary period] and will be directly supervised by [Title, Name of supervisor]. This offer is conditional on the completion of:

- Successfully passing a job skills test
- Passing a background check and drug screening
- Obtaining ____ licensure and ____ certification



[Company Logo Delete or Replace]

- Obtaining level ____ security clearance
- Providing proof of eligibility to work in the United States
- Satisfactory reference checks and employment history verification
- Confirmation of education credentials
- Passing a physical exam designed to evaluate the ability to perform work functions

This letter does not guarantee employment. The offer can be withdrawn at any time and the selection process can be halted for any reason with written notification. If employment eligibility documentation for the I-9 form is not returned within three business days of your first day at the company, employment will be terminated in accordance with the Immigration Reform and Control Act.

While working as a conditional employee, your job duties will be:

[List job duties]

Once you accept the offer, you can begin orientation with the HR team. At this point, you can go over in detail all of the employee benefits, tour the company and meet your new colleagues. All new hire paperwork will be completed during the orientation as well.

Please accept our offer and return a signed copy to me at [insert email address or fax number] by [insert deadline]. Please contact me or [Title, Name] with any questions you may have. Thank you again for your prompt attention to the needs outlined in this offer. We look forward to having you join our team.

Sincerely,

[Name]

[Title]

*Indeed provides this information as a courtesy to users of this site. Please note that we are not your recruiting or legal advisor, we are not responsible for the content of your job descriptions, and none of the information provided herein guarantees performance. This is a legal disclosure and is **not** part of the following template.*