

[Company Logo/Letterhead]

[Date]

[Candidate Name]

[Candidate Address]

[City, State, Zip Code]

Subject: Conditional Offer of Permanent Employment

Dear [Candidate Name],

We are pleased to offer you the permanent position of [Job Title] at [Company Name]. We were impressed with your skills and experience, and we believe you will be a valuable addition to our team.

Position Details:

- **Job Title:** [Job Title]
- **Department:** [Department Name]
- **Reporting Manager:** [Manager Name/Title]
- **Start Date:** [Start Date]
- **Base Salary:** \$[Amount] per [Year/Hour]

Conditions of Employment:

Please note that this offer is conditional upon the successful completion of the following:

- Satisfactory professional reference checks.
- Verification of your right to work in [Country Name].
- Completion of a criminal background check.
- [Optional: Successful completion of a drug screening].
- [Optional: Provision of original academic transcripts or certifications].

Benefits:

As a permanent employee, you will be eligible for our benefits package, which includes [List key benefits, e.g., health insurance, retirement plan, paid time off], subject to the terms of the specific plans.

This letter is not a contract of employment for any specific duration. Your employment will be "at-will," meaning either you or [Company Name] may terminate the relationship at any time, with or without cause or notice.

To accept this conditional offer, please sign and return this letter by [Deadline Date].

We look forward to welcoming you to the team.

Sincerely,

[Sender Name]

[Sender Title]

[Company Name]

Acceptance:

I, [Candidate Name], accept the conditional offer of permanent employment as outlined above.

Signature: _____ Date: _____