

**Subject:** Conditional Offer of Employment - [Position Name]

Dear [Candidate Name],

We are pleased to offer you the position of [**Position Name**] at [**Company Name**] as part of our [Season/Project Name] hiring initiative.

This offer is conditional upon the successful completion of the following requirements:

- Satisfactory completion of a background check.
- Verification of your legal right to work in [Country Name].
- [Optional: Successful completion of a drug screening].
- [Optional: Submission of educational transcripts or certifications].

**Terms of Employment:**

- **Anticipated Start Date:** [Date]
- **Compensation:** [Amount] per [Hour/Year]
- **Reporting Manager:** [Manager Name/Title]
- **Shift/Schedule:** [Schedule Details]

Please note that this letter does not constitute a final contract. Your employment remains "at-will," meaning either you or the company may terminate the relationship at any time, with or without cause.

To accept this conditional offer, please sign and return this letter by [Deadline Date]. Once all conditions are met, we will provide you with your final onboarding documentation.

Sincerely,

[Your Name]  
[Your Title]  
[Company Name]

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**Acceptance:**

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

Signature: \_\_\_\_\_ Date: \_\_\_\_\_