

[Date]

[Candidate First Name] [Candidate Last Name]

[Candidate Address]

[City, State, Zip Code]

Dear [Candidate Name],

We are pleased to offer you the 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:

- **Start Date:** [Start Date]
- **Reporting Manager:** [Manager Name/Title]
- **Compensation:** [Salary/Hourly Rate]
- **Classification:** [Full-time/Part-time, Exempt/Non-exempt]

Contingencies:

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

- Satisfactory background check results.
- Verification of your legal right to work in the United States (I-9 form).
- [Optional: Drug screening results].
- [Optional: Reference checks].
- [Optional: Signing of a Non-Disclosure Agreement].

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

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

Sincerely,

[Your Name]

[Your Title]

[Company Name]

Acceptance:

I accept the contingent offer of employment as described above.

Signature: _____ Date: _____