

CONDITIONAL OFFER LETTER

Applicant Name: _____

Position Offered: _____

Company Name: _____

Offer Details:

This Conditional Offer Letter (“Offer”) confirms the conditional offer of employment for the position identified above (the “Position”) with the Company named herein (the “Company”). This Offer is contingent upon the Applicant’s acceptance of the terms and conditions set forth below, compliance with all Company policies, and successful completion of all required background checks and verifications. This Offer does not constitute a contract of employment for any specific term and employment is at-will, meaning either party may terminate the relationship at any time, with or without cause or notice, to the extent permitted by law.

Conditions of Employment:

1. Background Checks: This Offer is expressly conditioned upon the Company’s receipt of satisfactory results from background investigations, reference checks, and verification of all information provided by the Applicant, including but not limited to education, employment history, licenses, and certifications. 2. Eligibility to Work: The Applicant must provide documentation proving legal authorization to work in the United States as required by federal law. 3. Drug Testing: The Offer is contingent upon successful completion of any required drug or substance screening tests. 4. Confidentiality and Non-Compete: The Applicant agrees to comply with all Company policies regarding confidentiality, proprietary information, and non-competition as applicable and as outlined in any separate agreement or Company handbook. 5. At-Will Employment: Employment is at-will and may be terminated by either party at any time, with or without cause or notice, except as prohibited by law.

Compensation and Benefits:

Subject to the terms and conditions of this Offer and Company policies, the Applicant will be eligible for the compensation and benefits package applicable to the Position, detailed in the official offer package or subsequent documentation. All such compensation and benefits are subject to change at the Company’s discretion and applicable law.

Start Date and Reporting:

The Applicant’s anticipated start date and reporting instructions will be communicated following receipt of all required clearances and compliance with the conditions stated herein. The Company reserves the right to modify the start date as necessary.

Acknowledgment and Acceptance:

By signing below, the Applicant acknowledges receipt of this Conditional Offer Letter, understands the conditions set forth herein, and agrees to comply with all terms and Company policies. This Offer is a legally binding document upon

acceptance, subject to the conditions outlined. This Offer supersedes any prior statements or communications regarding employment.

APPLICANT SIGNATURE

COMPANY REPRESENTATIVE SIGNATURE

Signature: _____

Signature: _____

Printed Name: _____

Printed Name: _____

Date: _____

Date: _____

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