(Insert Date Here)

(Insert Candidate Name Here)

(Insert Address of Candidate Here)

Dear (Insert Candidate Name Here),

This letter shall serve to confirm that (Insert Company Name Here) is prepared to tender you a conditional offer of employment for the position of (Indicate the Job Title and the Employment Status – Full-Time, Part-Time, Temporary), subject to the following terms and conditions which have already been explained to you during the interview process, but are restated as follows:

* Evidence of eligibility to work in the United States
* Completion of background check including conformation of employment history, satisfactory reference  
  checks, and verification of educational qualifications, if applicable
* Satisfactory post-offer employment physical and drug screen

If acceptable results are received by the Company in the above referenced areas, we will be prepared to extend to you an offer of employment. This offer will be submitted to you in writing, and we would request that you respond to the offer within (Insert Number Here) days, indicating your acceptance or denial.

Please understand that this **conditional offer of employment letter** does not nor should be interrupted or considered a guarantee of employment or employment contract.

Please feel free to contact me if you have any questions, concerns, or issues regarding this matter.

Sincerely,

(Insert Your Name and Title Here)