

CONDITIONAL OFFER OF EMPLOYMENT

Company Name: _____

Hiring Manager: _____

Candidate Information:

Full Name: _____

Address: _____

Phone Number: _____

Email Address: _____

Position Details:

Job Title: _____

Department: _____

Employment Type (e.g., Full-Time, Part-Time): _____

Work Location: _____

Compensation and Benefits:

Salary/Hourly Rate: _____ USD

Pay Schedule: _____

Benefits (summary): _____

Offer Conditions:

This conditional offer of employment ('Offer') is contingent upon the candidate's satisfactory completion of the following requirements before commencement of employment: (a) verification of all information provided by the candidate, including but not limited to education, employment history, and references; (b) successful completion of any required background checks, which may include criminal background, credit, and other checks permitted by law; (c) completion of any required drug screening tests; (d) provision of documentation establishing the candidate's legal authorization to work in the United States in compliance with federal immigration laws; and (e) execution of any required employment agreements and policies as a condition of employment. Failure to satisfy any of these conditions may result in withdrawal of this Offer.

Employment At-Will:

Employment with the Company is at-will, which means either the employee or the Company may terminate the employment relationship at any time, with or without cause or notice, unless otherwise provided by law or written agreement. Nothing in this Offer letter or any other document creates a contract of employment for any specific duration.

Confidentiality and Proprietary Information:

As a condition of employment, the employee agrees to comply with the Company's confidentiality policies and to protect the Company's proprietary and confidential information both during and after employment. This includes non-disclosure of trade secrets, client information, business strategies, and any other sensitive company data.

Policies and Procedures:

The employee agrees to abide by all Company policies, procedures, and guidelines as may be implemented or modified from time to time. The Company reserves the right to make changes to employment terms, policies, and procedures in its sole discretion, consistent with applicable law.

Acknowledgment and Acceptance:

By signing below, the candidate acknowledges receipt of this Conditional Offer of Employment and agrees to the terms and conditions stated herein, including all contingencies. The Offer is valid until accepted in writing by the candidate, after which it becomes a binding agreement subject to the stated contingencies.

CANDIDATE'S SIGNATURE

COMPANY REPRESENTATIVE SIGNATURE

Signature: _____

Signature: _____

Original source of this document:

<https://letter247-us.com/conditional-offer-of-employment-letter/>

Did you find this template helpful?

Find more updated templates at:

<https://letter247-us.com/>

[View more templates](#)

This template is intended exclusively for personal, non-commercial use.
If distributed or published, the source must be mentioned.

This template is provided for guidance only and does not constitute legal advice.
It is recommended to consult a legal professional for each specific case.