

[Company Name]
[Company Address]
[City, State, Zip Code]
[Date]

[Applicant Name]
[Applicant Address]
[City, State, Zip Code]

Subject: Conditional Approval for Commercial Driver Position

Dear [Applicant Name],

We are pleased to inform you that your application for the position of Commercial Driver has been conditionally approved. This offer is contingent upon the successful completion and verification of the following requirements:

- Verification of a valid Commercial Driver's License (CDL) Class [Type].
- Satisfactory results from a Department of Transportation (DOT) physical examination.
- Negative result on a pre-employment drug and alcohol screening.
- Successful review of your Motor Vehicle Record (MVR) for the past [Number] years.
- Verification of previous employment history and safety performance.
- Successful completion of a road test administered by the company.

Please note that this letter does not constitute a final contract of employment. Final approval is subject to the company's satisfaction with the results of the background checks and screenings listed above.

Please contact [Contact Person Name] at [Phone Number/Email] by [Date] to schedule your drug screen and physical examination. Failure to complete these steps within the specified timeframe may result in the withdrawal of this conditional approval.

We look forward to the possibility of you joining our team.

Sincerely,

[Name]
[Title]
[Company Name]