

[Date]

[Candidate 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.

This offer is contingent upon the successful completion and verification of a background check, as well as [any other contingencies, e.g., drug screening or reference checks].

Position Details:

- **Start Date:** [Start Date], pending background clearance.
- **Reporting Manager:** [Manager Name], [Manager Title].
- **Compensation:** \$[Amount] per [Hour/Year].
- **Status:** [Full-time/Part-time], [Exempt/Non-exempt].

Please note that this letter does not constitute a contract of employment. Employment with [Company Name] is "at-will," meaning either you or the company may terminate the employment relationship at any time, with or without cause or notice.

To accept this contingent offer, please sign and return this letter by [Expiration Date]. Once your background check results are successfully verified, we will contact you to finalize your onboarding process.

We look forward to having you join our team.

Sincerely,

[Sender Name]
[Sender Title]
[Company Name]

Acceptance:

I accept the contingent offer of employment as outlined above.

Signature: _____ Date: _____