

Subject: Offer of Employment - [Company Name]

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 of satisfactory professional reference checks. This means that this offer is not final until we have verified your previous employment and performance history through the references provided.

The details of your offer are as follows:

- **Position:** [Job Title]
- **Start Date:** [Start Date] (Subject to clearance)
- **Salary:** [Salary Amount] per [Year/Hour]
- **Reporting Manager:** [Manager Name]

Please sign and return this letter to indicate your formal acceptance of this contingent offer. Once we have received satisfactory references, we will contact you to confirm your official start date and finalize your employment contract.

We look forward to having you join us.

Sincerely,

[Your Name]  
[Your Title]  
[Company Name]

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**Acceptance:**

I, [Candidate Name], accept this contingent offer of employment as outlined above.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_