

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

[Date]

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

Subject: Contingent Offer of Employment

Dear [Candidate Name],

We are pleased to offer you the position of [Job Title] at [Company Name]. We were impressed with your qualifications and believe you will be a valuable addition to our team.

This offer is contingent upon your ability to obtain and maintain a [Level of Clearance, e.g., Secret/Top Secret] security clearance. Please be advised of the following terms regarding this contingency:

- **Clearance Requirement:** Your employment is strictly subject to the successful adjudication and granting of the required security clearance by the [Relevant Government Agency].
- **Background Investigation:** You are required to complete all necessary security questionnaires and undergo a background investigation as mandated by federal regulations.
- **Start Date:** Your official start date is tentatively scheduled for [Tentative Date], or as soon as [Interim/Final] clearance is granted. This date is subject to change based on the processing timeline of the security clearance.
- **Rescission of Offer:** In the event that your security clearance is denied, or if the process cannot be completed within a timeframe acceptable to [Company Name], this offer of employment will be rescinded, or your employment may be terminated.

Position Details:

- **Reporting Manager:** [Manager Name]
- **Compensation:** [Salary/Hourly Rate]
- **Benefits:** [Brief mention of benefits, e.g., Health, 401k, etc.]

Please indicate your acceptance of this contingent offer by signing below and returning this letter by [Deadline Date].

Sincerely,

[Sender Name]
[Sender Title]

Acceptance:

I, [Candidate Name], accept the contingent offer of employment as described above and understand that my employment is conditional upon obtaining the required security clearance.

Signature: _____ Date: _____