

Dear [Candidate Name],

We are pleased to offer you the position of [Job Title] at [Company Name]. Your start date is scheduled for [Start Date], reporting to [Manager Name].

Please be advised that this offer of employment is contingent upon the successful verification of your educational background and degree(s) as stated on your application and resume. This process includes, but is not limited to, the verification of institutions attended, dates of attendance, and the confirmation of degrees earned.

By signing this letter, you authorize [Company Name] or its agents to conduct a formal education verification. Please provide any requested documentation, such as official transcripts or copies of diplomas, if contacted by our HR department.

This offer remains contingent until the company has received and approved all verification reports. [Company Name] reserves the right to withdraw this offer or terminate employment should the verification process reveal any discrepancies or fail to meet company requirements.

To accept this contingent offer, please sign and return this letter by [Expiration Date].

Sincerely,

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

Acceptance:

I accept the contingent offer of employment as outlined above.

Signature: _____

Date: _____