

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

[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 believe you will be a valuable addition to our team.

This offer is contingent upon the successful completion of a pre-employment medical examination. This examination is required to ensure that you can safely perform the essential functions of the role, with or without reasonable accommodation.

Position Details:

- **Start Date:** [Start Date], pending medical clearance
- **Reporting Manager:** [Manager Name]
- **Salary:** [Amount] per [Hour/Year]
- **Benefits:** [Briefly list main benefits or refer to handbook]

Next Steps:

Please schedule your medical examination at [Clinic/Provider Name] by [Date]. The company will cover the cost of this examination. Results will be sent directly to our Human Resources department and will be kept confidential.

This letter is not 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, for any reason.

Please sign and return this letter by [Deadline Date] to indicate your acceptance of this contingent offer.

Sincerely,

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

Acceptance:

I, [Candidate Name], accept the contingent offer of employment as described above.

Signature

Date