

**Date:** [Date]

**Name:** [Candidate Name]

**Address:** [Candidate Address]

**Subject: Contingent Offer of Employment**

Dear [Candidate Name],

We are pleased to offer you the position of [Job Title] at [Company Name]. Your skills and experience will be a valuable asset to our team.

**Position Details:**

- **Start Date:** [Start Date]
- **Reporting Manager:** [Manager Name]
- **Salary:** [Amount] per [Year/Hour]

**Contingency:**

This offer is strictly contingent upon your ability to provide valid documentation proving your legal right to work in [Country Name]. In accordance with local labor laws, this offer will remain conditional until your work authorization is verified.

**Requirements:**

On or before your first day of employment, you must present original documents that establish both your identity and employment eligibility. Failure to provide valid work authorization by [Deadline Date] may result in the withdrawal of this offer or termination of employment.

Please sign and return this letter by [Expiry Date] to indicate your acceptance of these terms.

Sincerely,

[Name of Sender]

[Title]

[Company Name]

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**Acceptance:**

I, [Candidate Name], accept this contingent offer of employment and understand that my employment is subject to providing valid work authorization.

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