

[Date]

[Candidate Name]

[Address]

[City, State, Zip Code]

Subject: Offer of Employment - [Job Title]

Dear [Candidate Name],

We are pleased to offer you the position of [Job Title] at [Company Name]. We are excited about the prospect of you joining our team.

This offer is contingent upon the successful completion of a background check, which includes a satisfactory credit history report. This requirement is due to the nature of the role and your potential access to [financial data/sensitive accounts/company funds].

The details of your offer are as follows:

- **Start Date:** [Start Date]
- **Reporting Manager:** [Manager Name]
- **Base Salary:** [Amount] per [Year/Hour]
- **Benefits:** [Brief list of benefits or reference to handbook]

Accompanying this letter is a separate authorization form. Please sign and return it to provide your consent for [Company Name] to obtain your credit report. If the results of the credit check are not deemed satisfactory by the company, this offer of employment may be rescinded.

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

We look forward to having you on our team.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

Acceptance:

I accept the offer of employment under the conditions described above.

Signature: _____ Date: _____