

[Date]

[Candidate First Name] [Candidate Last 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] with [Company Name]. We believe your skills and experience will be a valuable asset to our team.

Please be advised that this offer of employment is formal but **contingent** upon the successful completion of a motor vehicle driving record (MVR) check. As this position requires the operation of a company vehicle or personal vehicle for business purposes, maintaining a driving record that meets our insurance provider's standards is a requirement of the role.

The details of your offer are as follows:

- **Start Date:** [Start Date], pending clearance
- **Reporting To:** [Supervisor Name]
- **Compensation:** \$[Amount] per [Hour/Year]
- **Status:** [Full-time/Part-time]

By signing this letter, you authorize [Company Name] to conduct a review of your driving history. Please provide your driver's license number and state of issuance below or via the attached authorization form.

This offer remains valid until [Expiration Date]. If you accept these terms, please sign and return this letter.

We look forward to having you join the team.

Sincerely,

[Sender Name]

[Sender Title]

[Company Name]

Acceptance:

I accept the contingent offer of employment as outlined above.

Signature: _____ Date: _____

Driver's License Number: _____ State: _____