

[Date]

[Candidate 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] at [Company Name]. Your skills and experience will be a valuable asset to our team.

The details of your offer are as follows:

- **Start Date:** [Start Date]
- **Reporting Manager:** [Manager Name]
- **Compensation:** [Amount] per [Year/Hour]
- **Classification:** [Full-time/Part-time], [Exempt/Non-exempt]

Contingency and Conditions:

Please note that this offer is contingent upon the successful execution of our standard Non-Disclosure Agreement (NDA). This agreement is designed to protect the proprietary information and intellectual property of [Company Name]. Your employment cannot commence until this document has been signed and returned.

This offer is also subject to [List other contingencies, e.g., background check, reference check, or proof of eligibility to work], if applicable.

At-Will Employment:

Employment with [Company Name] is "at-will," meaning either you or the company may terminate the employment relationship at any time, with or without cause or notice.

To accept this offer, please sign and return this letter along with the attached Non-Disclosure Agreement by [Expiration Date].

We look forward to welcoming you to the team.

Sincerely,

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

Acceptance:

I, [Candidate Name], accept the offer of employment as outlined above and agree to the conditions stated herein.

Signature: _____ Date: _____