

[Date]

[Candidate Name]

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

This offer is contingent upon your successful completion of a skills assessment. This assessment is designed to evaluate your proficiency in [Specific Skill/Area] to ensure it aligns with the requirements of the role. You will receive a separate email with instructions on how to access and complete this assessment.

Provided the results of the assessment are successful, the terms of your employment will be as follows:

- **Start Date:** [Start Date]
- **Reporting Manager:** [Manager Name]
- **Compensation:** [Salary/Hourly Rate]
- **Employment Status:** [Full-time/Part-time]

Please note that this letter does not constitute a final contract of employment. Upon the successful completion of the skills assessment, we will provide you with a formal employment agreement and onboarding documents.

Please indicate your acceptance of this contingent offer by signing below and returning this letter by [Deadline Date].

Sincerely,

[Your Name]

[Your Title]

[Company Name]

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**Acceptance:**

I accept the contingent offer of employment as outlined above.

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[Candidate Signature]

[Date]