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## Conditional offer letter template

You did the interview, you beat the competition, and now you're the proud recipient of the job offer. There's only one wrinkle: When you read the terms, you'll find that it's a conditional job offer that depends on completing one or more of the next steps. Depending on your work, you may be asked to undergo background checks, credit checks, pre-employment physical, or drug or alcohol screening. You may need to complete these checks before your offer is valid, or you may have a set period (30 to 90 days, for example) in which to complete them after starting your work, during which you will be trial hiring. In any case, failure to comply with these requirements or not to implement them may result in the company cancelling the offer or ending your employment. Conditional job offers are not uncommon, but it is important to understand the pros and cons of such an offer. Benefits Employer appreciates you and your skills. Meeting the conditions is often a matter of routine. Even conditional job offers provide peace of mind. The offer in hand can give you leverage with other employers. Cons You don't have the job yet. You may not be willing or able to meet the conditions. Deadlines can leave the feeling rushed. Most workers in the United States are employed at will, which means that their employers can terminate their employment for any reason, or no reason at all, provided that it is not discriminatory. Employers may ask potential employees to undergo various types of pre-employment screening, including background checks and credit checks, physical pre-employment check-ups and drug screening. However, there are limitations to how this information can be collected and used during the employment screening process. In the event that an offer is cancelled on the basis of information found during the inspection, the FCRA requires employers to inform candidates and provide them with information on how to challenge the report. Americans with disabilities are prohibited by law from seeking medical examinations before making an offer. This is not common, but some states have exemptions from at-going employment under certain circumstances, including the cancellation of job offers. For more information, please contact the State Department of Labor. See an example of a conditional job offer letter detailing the employee's quote and hiring section. Jane SmithHuman Resources DirectorAcme Corp123 Main StreetAnytown, Nebraska, 68001Nove 9, 2020Joseph Sanchez37 Maple DriveAnytown, Nebraska, Nebraska, Joseph, Acme Corp is pleased to offer you the position of Business Analyst, depending on the completion of background checks and mandatory pre-employment drug screening. This is a tax-exempt, tax-free position with an initial base salary of \$\_\_\_\_\_. If you accept the offer, you'll report to Kelly Quinn, chief commercial akaly. Please see the attached job description and benefits package for details on your duties, health insurance, and retirement benefits, stock options, and eligibility for the bonus program. If you agree to these terms, please sign below and return this letter within the next seven business days. Sincerely, Jane SmithHuman Resources DirectorAcme Corp1, I hereby acknowledge that I have read and understood the terms of this conditional job offer, and I accept the offer. I understand that my employment with Acme Corp is considered a will, which means that either party can terminate the employment relationship at any time. It's all right. [Date] Don't wait for an answer. Respond to a conditional job offer as quickly as possible. If you need more time to consider other offers or consult with family members, ask for this time as soon as possible. Failure to respond in a timely manner can cost you a job offer. Please provide the following: thanks for the offer, your written consent, the terms of the offer, including salary and employment, and the start date. Make it professional. In terms of tone and format, follow the lead of the recruitment manager. If they use a formal address in their letter of offer, such as Mrs Johnson, do the same in your reply. Returnable covers and accessories. Include all required attachments, such as signed offer letter, non-downpaying agreements, or other information or documents listed in the offer. Here's an example of a letter accepting a conditional job offer. Joseph Sanchez37 Maple DriveAnytown, Nebraska, 68001Novem november 12, 2020Jane SmithHuman Resources DirectorAcme Corp123 Main Street Anytown, Nebraska, 68001Dear Jane, I am excited to formally accept your offer for the position of business analyst and Acme Corporation, starting on November 30, 2020. I look forward to working with you and Kelly and getting to know the rest of the team at Acme.As we discussed, my starting salary will be \$\_\_\_\_\_. Please feel free to contact me at my cell at 555-555-5555 if you have any questions. Sincerely,Signature \_\_\_\_\_

(printed letter)Joseph Sanchez Date Name &AddressDear \_\_\_\_\_

(insert the job name) in (insert department name) under the following conditions:1. Registration and confirmation of education 2. Confirmation of employment history 3. Satisfactory expert reference checks 4. Satisfactory work test after offer 5. Evidence of eligibility to work in the U.S. Coronavirus (COVID-19): the latest advice for employers and employees Did you get the information you need from this site? Yes No No No

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