

**Company Name**

Address Line 1

Address Line 2

City, State ZIP Code

Phone Number

[Date]

**[Candidate Name]**

[Candidate Address Line 1]

[Candidate Address Line 2]

[City, State ZIP Code]

Dear [Candidate Name],

We are pleased to offer you a provisional employment position at **[Company Name]** as **[Job Title]**, reporting to **[Supervisor/Manager Name]**. This offer is conditional upon the successful completion of our background verification process and any other requirements communicated to you prior to your commencement date.

**Start Date:** [Provisional Start Date]

**Salary:** [Salary Amount] per [hour/week/month/year]

**Work Location:** [Workplace Location or "Remote"]

Please note that this is a provisional offer and does not constitute a contract of employment. The employment relationship will remain at-will, meaning either you or the company may terminate employment at any time, with or without cause or notice.

Should you accept this offer, please sign and return this letter by [Acceptance Deadline Date].

We look forward to having you join our team.

Sincerely,

[Your Name]

[Your Title]

**[Company Name]**

**Acknowledgement of Acceptance**

I, [Candidate Name], hereby accept the provisional employment offer as outlined above.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_