Contingent job offer email

As soon as the hiring decision is approved, ideally after a verbal offer the same day. Start the background check and other contingencies only after the candidate accepts and signs the required authorizations.

STANDARD CONDITIONAL OFFER

Subject: Conditional offer: [Job Title] at [Company]

Dear [First Name],

We're pleased to offer you the position of [Job Title] at [Company], reporting to [Manager Name]. The full offer letter is attached. In summary:

- **Start date:** [Start Date]
- **Pay:** [Salary or Hourly Rate], paid [Pay Frequency]
- **Schedule:** [Schedule]
- **Location:** [Location or Remote]

This offer is contingent on:

1. a satisfactory background check, conducted by [Screening Provider] with your written authorization
2. [a drug screen / verification of your [License Name] / satisfactory reference checks]
3. proof of identity and eligibility to work in the United States, completed on or before your first day

To accept, please sign the offer letter by [Acceptance Deadline]. You'll then receive a separate email from [Screening Provider] with the disclosure and authorization forms. Most checks finish within [Typical Turnaround].

We recommend you don't give notice to your current employer until we confirm that all conditions are met. I'll email you as soon as they are.

We're excited about you joining the team. Call me at [Phone Number] with any questions.

Sincerely,
[Your Name]
[Title], [Company]

SHORT, AFTER VERBAL OFFER

Subject: Your offer for [Job Title]: next steps

Hi [First Name],

Great speaking with you today. As discussed, here's your conditional offer for [Job Title] at [Salary or Hourly Rate], starting [Start Date]. The offer letter is attached.

The offer depends on a background check and [other condition]. Once you sign the letter, you'll get the authorization forms from [Screening Provider].

Please hold off on resigning until I confirm everything has cleared, usually within [Typical Turnaround].

[Your Name]
[Company]

HIGH-VOLUME / HOURLY

Subject: You're hired (pending checks): [Job Title] at [Location]

Hi [First Name],

Congratulations. We'd like to offer you the [Job Title] role at [Location].

Pay: [Hourly Rate] per hour
Training starts: [Training Start Date], [Training Hours]

Your offer is conditional on a background check and [drug screen]. To keep your training seat:

1. Accept your offer here: [Offer Link]
2. Complete the background check forms you'll receive by email or text
3. [Visit [Clinic Name or Collection Site] for your drug screen by [Screen Deadline]]

We'll text you as soon as everything clears. Questions? Text [Phone Number].

[Recruiting Team]
[Company]

LICENSED OR REGULATED ROLE

Subject: Conditional offer for [Job Title]: license verification

Dear [First Name],

We are pleased to offer you the position of [Job Title] at [Company], starting [Start Date], at [Salary or Hourly Rate]. Your offer letter is attached.

Because this is a regulated role, the offer is contingent on:

- verification of your active [License or Certification] with [Issuing Body]
- a background check that meets [Regulatory Requirement, if any]
- [a post-offer medical exam required of everyone in this role / immunization records]

Please sign and return the offer letter by [Acceptance Deadline]. [HR Contact Name] will then send the forms and instructions.

We look forward to welcoming you.

[Your Name]
[Title], [Company]

SUBJECT LINE IDEAS

- Conditional offer: [Job Title] at [Company]
- Your job offer from [Company]: next steps
- Offer for [Job Title], pending background check
- You're hired (pending checks)
- Your offer letter for [Job Title]
- Welcome to [Company]: your conditional offer

SMS / WHATSAPP VERSION

Hi [First Name], it's [Company]. Congratulations, we're offering you [Job Title] at [Hourly Rate]/hr starting [Start Date], pending a background check. Accept here: [Offer Link]. Watch for the check forms by email. Questions? Text us.

Placeholders to replace: [First Name], [Job Title], [Company], [Manager Name], [Start Date], [Salary or Hourly Rate], [Pay Frequency], [Schedule], [Location or Remote], [Screening Provider], [License Name], [Acceptance Deadline], [Typical Turnaround], [Offer Link], [Training Start Date], [Phone Number], [Your Name]