Date
Name & Address

Dear \_\_\_\_\_\_\_\_\_\_\_:

This letter shall confirm our conditional offer of employment to you as a (insert employment classification - part-time, full-time, temporary, etc.) (insert job title) in the (insert name of department) subject to the following terms and conditions:

1. Evidence and confirmation of educational credentials
2. Confirmation of employment history
3. E-Verify records confirmation
4. Post-offer drug screening
5. Criminal background screening
6. Completion of a Post-offer Medical Questionnaire
7. Essential Function Test

Assuming favorable results are received, and you choose to accept our offer, we will extend a final offer of employment to you in writing. Please feel free to contact me in the interim should you have any questions.

Please be aware that this letter does not constitute a guarantee or contract of employment. Accordingly, you or we may terminate the selection process at any time for any reason, upon written notice.