

# Conditional Job Offer Notice Form

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

Candidate Name: \_\_\_\_\_

Position Offered: \_\_\_\_\_

Department: \_\_\_\_\_

Start Date (Proposed): \_\_\_\_\_

Salary/Compensation: \_\_\_\_\_

**Conditions to be Met:**

- Background verification
- Submission of required certifications/licenses
- Reference checks
- Medical assessment (if applicable)
- Other: \_\_\_\_\_

Employer Representative: \_\_\_\_\_

**Employer Contact Information:**

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

**Notice:** This offer is conditional upon fulfillment of the above-listed requirements. Employment commencement is contingent upon successful completion of all conditions.

*This template ensures that both the employer and candidate are aware of and agree to the prerequisites prior to final employment confirmation.*