

**CONTINGENT OFFER OF EMPLOYMENT TEMPLATE
(INDIVIDUAL WILL NOT START WORK UNTIL BACKGROUND
CHECK CLEARS)**

HIRING DEPARTMENT NAME

Date

Dear _____

Re: Contingent Offer of Employment

I am pleased to inform you that you have been selected for the _____ position with the department of _____. Your initial salary will be _____ per month.

In the initial recruitment process you were advised that your acceptance of this position is with the understanding that the final appointment is contingent upon successful completion of a background investigation. We will contact you as soon as the background check process has been completed. At that time, assuming successful completion of this process, we can determine the date when your employment will begin.

Sincerely,

HIRING AUTHORITY
Department Name

Cc: HR Recruiter