

THOMAS LIVEE

Chief Technology Officer

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221B Baker Street, London, UK

[Insert Date]

[Recipient's Full Name]

[Recipient's Position], [Recipient's Company]

[Recipient's Address]

JOB REFERENCE: EMPLOYMENT VERIFICATION

Dear [Recipient's Name],

We are pleased to extend to you a **conditional offer of employment** with Example Corp for the position of Software Engineer.

This offer is conditional upon the successful completion and verification of the following requirements:

- true Background and reference checks
- true Verification of identity and right to work
- true Verification of educational qualifications
- false Medical examination (if applicable)

Subject to satisfactory completion of the above conditions, your anticipated start date will be March 1, 2024.

Upon confirmation, your employment will be governed by the terms and conditions outlined in the formal appointment letter, including compensation, benefits, and company policies.

Please confirm your acceptance of this conditional offer by signing and returning this letter no later than February 15, 2024.

This conditional offer does not constitute a contract of employment and may be withdrawn if the stated conditions are not met.

We look forward to the possibility of you joining Example Corp and wish you every success in the selection process.

Sincerely,