

**OFFER OF EMPLOYMENT TEMPLATE
(STARTED BEFORE BACKGROUND CHECK HAS CLEARED – INCLUDES
RESTRICTIONS)**

HIRING DEPARTMENT NAME

Date

Dear _____

Re: Conditional Offer of Employment with restrictions

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

In the initial recruitment process you were advised that this position is considered “critical” and, therefore, your appointment is contingent upon successful completion of a background check. We have not received the final results of your background check. However, as we discussed, you have agreed to begin your employment with our department on _____ pending completion of the background check. Until we receive the final results of your check you will not be performing the following duties without direct supervision: _____ . We reserve the right to end our employment agreement with you should the results of your background investigation not be successful. We will contact you as soon as the background check process has been completed.

Sincerely,

HIRING AUTHORITY
Department Name

cc: HR Contact

