

CONTINGENT Offer of Employment

[DATE]

[NAME]
[ADDRESS]
[ADDRESS]

Dear [NAME]:

Thank you for your interest in joining the [DEPARTMENT NAME].

We are pleased to extend to you a contingent offer of employment with [DEPARTMENT, DIVISION NAME] to the following position:

[CLASSIFICATION/WORKING TITLE]
[TENURE]
[TIMEBASE]
[PROPOSED SALARY]

This offer is contingent upon the successful completion of the following:

1. **Verification of Final Qualifications-** *This includes but is not limited to, verifying your educational qualifications, professional certifications and any other credentials required for this position.*
2. **Merit Eligibility:** *This includes verification or transfer eligibility or verification that you are list eligible.*
3. **Background Check:** *Successful completion of a standard background check, including review of any criminal record. [MAY DELETE THIS CRITERIA IF NOT APPLICABLE]*
4. **Pre-employment Drug Screening:** *Successful completion of a pre-employment drug test. [MAY DELETE THIS CRITERIA IF NOT APPLICABLE]*

This contingent job offer will be finalized (become a bona fide job offer) after the successful completion of the requirements above.

Until a final offer is extended, we strongly advise that you do not resign from your current position or make any significant changes to your employment status. This contingent offer does not constitute an employment contract and should not be interpreted as a guarantee of employment.

Please indicate your acceptance of this contingent offer by [PREFERRED METHOD: EMAILING, SIGNING . .]