[Company letterhead] · [Date]

Dear [Candidate name],

We are pleased to make you a conditional offer for the position of [Job title]. This offer is subject to the satisfactory completion of: [background check] · [references] · [professional registration] · [right-to-work verification].

We will confirm in writing once the conditions are met. Please do not resign from your current role until you receive this confirmation.

Sincerely,
[Name, Title]

Notes