From,

Sender/Your name…

Office/Business Address…

***Date: DD/MM/YY* (date of writing the letter)**

To,

Receiver name…

Address…

Sub: Conditional Acceptance letter

Respected [Name],

I am writing this letter to let you know about the fact that you have been selected for the position of [designation] in [mention company name]. We have checked the details mentioned on the curriculum vitae and also conducted the interview on [mention date]. We are very much impressed with your performance in the interview.

But we do not have the information regarding the professional references for your respective application. Concerning with the position that you will be working for in our esteemed company and the responsibilities that you will be conducting, we will be reviewing your references no sooner.

Your joining date will be confirmed once the background verification is done. You will be signing the documents and sending us back for the background verification. We do find that you are an experienced candidate and you have worked in different companies for last [time span] years. As per the company policy, you will have to submit the references who have worked with you in different companies as references.

We will be conducting a review regarding your performance and behavior from the references of your previous companies.

We have gone through the curriculum vitae and found that you are an excellent performer. You have contributed greatly to the companies. We do expect that you will

be fulfilling the expectations of our company and enhancing the brand value. As we had also conducted the interview, we have found you highly competitive, knowledgeable and have excellent communication and managerial skills.

When you will be joining the company, you will be getting a team. You will be reporting to [mention name] who is working in the position of [designation] for [time span] years. We are expecting that you will be always punctual and regular in the office and also be an excellent team player.

Kindly send the information of your references for your employment in this company by [mention date]. For further information, you can call us on [contact no.] or [email id].

Yours Sincerely,

[Mention signature]

[Mention name]

[Mention designation]

[Mention company name]