

Date

Name

Address

Address

City, State, Zip

Dear _____:

This is to confirm our conversation on (DATE) in which you accepted my tentative offer of at-will employment. We are requesting approval to employ you as a/an (JOB TITLE) at (PAY GRADE) with the (AGENCY NAME). If approved, your starting salary will be (\$__) per hour.

As you are aware, as a condition of employment, an inquiry into job-related information must be completed. As of this date, we have not received the results of your background check; therefore, this offer is contingent upon receiving satisfactory results. Your work hours will be (TIME) AM to (TIME) PM. Your estimated start date will be (DAY and DATE). I will contact you again with a definite date once all approvals have been received.

I am very pleased you have accepted my tentative offer and look forward to talking with you again soon. In the meantime, if you have any questions, please feel free to call me at (NUMBER AND/OR EMAIL).

Sincerely,

Name
(TITLE)

Initials

Applicant Signature

Date

Accept

Decline