Conditional offer letter

Editable sample letter: replace the details with your own records before signing

Offer reference: REF/2026/___
Issue date: [Issue date]
Employer: [Company]
Workplace: Bengaluru office
Candidate: [Candidate Name]
Role: Software Engineer
Proposed joining date: [Joining date], only if every condition below is met
Dear [Candidate Name],
This offer is conditional. It is not employment yet. Gross monthly salary, if you join, is INR 90,000. The figure is not payable for a start that does not happen.
Conditions, all of which you must clear by [Date]:
1. Document check: the degree certificate the hiring manager named, shown as an original.
2. One reference: the former manager you named, contacted by us, with a reply we accept.
3. Medical: the check our clinic letter describes, with a result the company accepts.
If any condition is missed or refused, this offer lapses on [Date] and the 16 November joining date does not occur. We will say which condition failed. There is no partial joining.
This is not a joining-date extension. An extension letter is a different document, used after an unconditional offer already existed.
Please acknowledge this conditional offer by [Date].
Signatory: [people team]