CONDITIONAL EMPLOYMENT ACCEPTANCE LETTER

November 3, 2026

Casey Example, Director of Talent Acquisition Example Employer Inc. 25 Example Avenue

Re: **Conditional Acceptance of Offer of Employment — Senior Software Engineer**

Dear Casey Example:

I am writing to **conditionally accept** the offer of employment extended to me by **Example Employer Inc.** (the "Employer") in the offer letter dated November 1, 2026 (the "Offer Letter"). My acceptance is subject to the conditions specified below, consistent with the contingencies stated in the Offer Letter.

1. Position and Start Date

I conditionally accept the position of **Senior Software Engineer** in the Platform Engineering department, reporting to VP of Engineering. Subject to satisfaction of the conditions below, my start date will be **January 11, 2027**.

2. Compensation

Annual base salary of **$185,000.00** plus target bonus of **15%**.**Sign-on bonus.** The offer states a gross sign-on bonus of **$2,500.00**. I have verified that part of the stated bonus has been paid.

3. Conditions to Acceptance

This acceptance is subject to the applicable offer conditions below and their respective deadlines.

Background screening. If the employer seeks an employment consumer report, it will handle the disclosure and request for written permission separately from this letter. I can review those materials before deciding whether to authorize the report.

(b) Reference checks. Satisfactory professional reference checks.

Employment verification. For a hire who will work for pay or other remuneration, the employee completes Section 1 of Form I-9 by the first day of employment. The employer normally completes Section 2 within three business days of that first day. For an engagement of fewer than three business days, the employer completes Section 2 by the first day. I may choose which acceptable documents to present.

CONDITIONAL EMPLOYMENT ACCEPTANCE LETTER (TRANSMITTAL) - SAMPLE

If any of the foregoing conditions is not satisfied on or before my start date (or such other date as the Parties mutually agree in writing), this acceptance shall be of no force or effect, and neither Party shall have any obligation to the other, except for obligations that by their nature survive (including mutual confidentiality regarding pre-employment communications).

4. At-Will Employment

Once employment commences, it shall be **at-will** and terminable by either Party at any time, with or without cause or notice, subject to applicable anti-discrimination, anti-retaliation, and public-policy limitations.

5. Policies, Confidentiality, and No Conflicting Obligations

I will review the workplace policies identified in the offer.

I will review any separate confidentiality or inventions agreement called for by the offer before deciding whether to sign it.

Invention assignments in California. If the employer proposes an invention assignment, its separate agreement and written statutory notice should identify the scope and exclusions under California Labor Code sections 2870 and 2872. This letter does not confirm delivery of that notice. **California restrictions.** California Business and Professions Code section 16600 generally voids employment restraints on lawful work, subject to statutory exceptions. This letter creates no such restraint.

I represent no conflicting obligations and will not bring third-party confidential information to the Employer.

6. Nature of This Letter

This conditional acceptance is intended as a confirmation of the conditions on which I will commence employment. It is not a waiver of any right I may have to withdraw acceptance prior to my start date if material terms change without my agreement.

I look forward to completing these steps and joining **Example Employer Inc.**.

Primary workplace specified in the offer: **CA**.

Conditional Employment Acceptance Letter Template.com - SAMPLE

Sincerely,

Employee

_____ PRINTED NAME

_____ SIGNATURE

_____ DATE

Jordan Example 100 Example Lane jordan@example.com

Acknowledged and received by the Employer:

Employer

_____ PRINTED NAME

_____ SIGNATURE

_____ DATE

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