**Ref. No: xxxx**

**Date: dd/mm/yyyy**

**Name of Potential Staff**

**Physical address**

**Telephone**

**Email address**

**Subject: Conditional Offer Letter**

**Dear xxxx,**

On behalf of name of organization, we are pleased to offer you the position of **xxxxxxxxx**.  In this position, you will be reporting to the **xxxxxxx**.

Kindly note that your position will be placed in name of organization salary grade **xxxxxxxxxxx.**

Your Salary & Remuneration package will include the following;

1. Basic Salary: [Insert applicable information]
2. Allowances: [Insert applicable information]
3. Gross salary: [Insert applicable information]
4. Benefits

[Insert applicable information]

[Insert applicable information]

1. Leave entitlement: [Insert applicable information]

All employment offers with name of organization are conditional upon the receipt of satisfactory references and background checks. The employee is expected to adhere to conditions contained in the Safeguarding, Protection from Sexual Exploitation and Abuse Policies, Code of Conduct and other organization policies. Upon hire should you breaches/violate any of these policies, sanctions will be imposed accordingly.

Please note that your contract of employment will be for **definite period** with possibility of extension and **xx days probation period** will apply. All other employment details will be provided upon receiving your reference letters and acceptance letter from your end.

We would be grateful to receive your written acceptance of this conditional offer within xxx days and delighted to have you as part of name of organization team.

**Sincerely,**

**Name of Officer**

**Title**