

Retirement Resignation Letter to Department Head

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Today's Date]

Neil Burton

123 Imaginary Lane

Fantasy City, Dreamscape 45678

Dear Neil Burton,

On behalf of [Your Company Name], I am pleased to extend to you a conditional offer of employment for the position of [Position Title] with our team. This offer is contingent upon your meeting the following conditions:

Background Check: Successful completion of a comprehensive background check.

Drug Screening: Passing a drug screening test within [number of days] days of accepting this offer.

Employment Eligibility: Verification of your eligibility to work in [Country], as per government regulations.

References: Positive feedback from at least [number] professional references.

Position Details:

Start Date: [Start Date], contingent upon the fulfillment of the above conditions.

Salary: [Salary Amount] per [year/month], payable [bi-weekly/monthly] plus potential bonuses and benefits as outlined in the attached document.

Location: [Your Company Address or if remote specify here].

Reporting To: [Supervisor/Manager Name], [Their Position].

Hours: [Full-Time/Part-Time]; [specific hours or flexible schedule information].

Next Steps:

Please review and sign the attached documents which include the [specific documents, e.g., non-disclosure agreement, employment contract, etc.] and return them to us by [Return Date]. Upon receipt and satisfactory completion of the conditional requirements, we will confirm your start date and provide you with further instructions regarding your onboarding process.

We believe that your skills and experiences are an excellent match for our team, and we are excited about the possibility of you joining [Your Company Name]. Please feel free to contact me directly at [Your Phone Number] or [Your Email Address] if you have any questions or need further information.

This offer of employment is valid until [Expiration Date]. If we do not hear from you by this date, the offer will automatically expire.

We look forward to welcoming you to [Your Company Name]. Please acknowledge your acceptance of this conditional offer by signing and returning the enclosed copy of this letter by [Acceptance Deadline].

Warmest regards,

[Your Signature]

[Your Name]

[Your Position]

[Your Company Name]