

[EMPLOYMENT OFFER CONTINGENCY CLEARANCE TEMPLATE]

First Presbyterian Church of Conroe
2727 N. Loop 336 West
Conroe, Texas 77304
[DATE]

[FULL NAME & ADDRESS OF PERSON OFFER IS BEING MADE TO]

Dear [FIRST NAME, OR MR/MRS/MS + LAST NAME]:

Congratulations! The First Presbyterian Church of Conroe ("FPCC") is very pleased to let you know that all the offer contingencies stated in your original offer letter [, except your presentation of proof of eligibility to work in the United States,] have cleared satisfactorily. We are looking forward to you arriving for your first day of work on [DAY, DATE, at TIME]. Please ask for [NAME OF PERSON GREETING THE NEW HIRE] when you arrive at the Church Office.

[If you have not already provided your proof of eligibility to work in the U.S. to us, then you will need to bring the original documentation indicated on the attached federal I-9 form with you on your first day. You will not be able to start to work without this documentation.]

We are so pleased that you will be joining the First Presbyterian Church of Conroe! If I can help you in any way, please don't hesitate to let me know. We are genuinely excited about welcoming you to our church family.

Sincerely,

[FULL NAME OF BACKGROUND CHECK ADMINISTRATOR OR CHURCH ADMINISTRATOR]
[JOB TITLE]
[TELEPHONE NUMBER]

[Enclosure (I-9 Form) IF I-9 PAPERWORK IS NOT COMPLETE AT THE TIME OF THIS LETTER]