

Provisional Acting Appointment Letter

Subject: Provisional Acting Appointment " [Position Title]

Dear [Employee Name],

You are provisionally appointed as Acting [Position Title] from [Start Date] until further notice. This appointment is subject to review based on performance and departmental requirements.

Your primary responsibilities include [Key Responsibilities]. Please ensure all tasks are completed according to departmental standards.

Best regards,

[Sender Name]

[Position]

[Organization]

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