## **Provisional Accountant Appointment Letter**

Subject: Provisional Appointment for Accountant Position

Dear [Employee's Name],

Congratulations! You have been provisionally appointed as an Accountant at [Company Name] starting from [Start Date]. This appointment is subject to successful completion of background verification and submission of required documents.

Please ensure all documents are submitted by [Deadline Date]. Upon verification, your permanent appointment will be confirmed.

We look forward to having you on board.

Best regards,

[HR/Manager Name]

[Title]

[Company Name]

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