

## Provisional appointment letter for agent template

Dear [Agent Name],

We are pleased to provisionally appoint you as an agent for [Company Name] starting from [Start Date]. This provisional appointment will be confirmed upon completion of [conditions, e.g., background verification, training].

During this period, you are authorized to [duties], and all activities will be monitored to ensure compliance with company standards.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

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