

Provisional Appointment Letter for Contractor

Subject: Provisional Appointment Notification

Dear [Contractor Name],

This is to inform you that you have been provisionally appointed as a contractor for [Project Name] pending final approval. Your responsibilities will begin on [Start Date], and you are requested to commence preliminary work as discussed.

Formal confirmation and a complete contract will follow shortly.

Thank you for your cooperation.

Best regards,

[Your Name]

[Your Position]

[Company Name]

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