

Provisional Appointment Letter

Subject: Provisional Appointment as Marketing Executive

Dear [Candidate Name],

We are pleased to offer you a provisional appointment as a Marketing Executive at [Company Name], effective from [Start Date]. This appointment is subject to verification of your documents and successful completion of a probationary period of [Duration].

Your performance during this period will be assessed to confirm your permanent employment.

Kindly acknowledge your acceptance by [Response Date].

Regards,

[Sender Name]

[Designation]

[Company Name]

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