

Preliminary Appointment Letter

Subject: Preliminary Appointment Notification of Marketing Manager

Dear [Candidate Name],

We are happy to notify you of your preliminary appointment as Marketing Manager at [Company Name]. This appointment is temporary and will be finalized after completion of background checks and reference verifications.

Your provisional start date is [Start Date]. We request you to confirm your availability.

Best Regards,

[Sender Name]

[Designation]

[Company Name]

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