

Provisional Appointment Letter

Subject: Provisional Appointment as Trainee

Dear [Trainee Name],

This is to provisionally appoint you as a Trainee in [Department] at [Company Name], effective from [Start Date]. Your appointment is subject to completion of the required documentation and verification of credentials.

During your training period, you will be provided with the necessary guidance and responsibilities to facilitate learning. Kindly complete the attached forms and submit them by [Deadline] to confirm your appointment.

Looking forward to your contribution.

Sincerely,

[Authorized Signatory]

[Designation]

Get more templates here:

<https://www.lettersandtemplates.com/letters/appointment-letter-for-trainee>