

Conditional appointment pending final approval

Subject: Provisional Appointment as Company Secretary

Dear [Candidate Name],

This letter serves as a provisional appointment for the position of Company Secretary at [Company Name], effective [Start Date]. The final confirmation will be subject to [conditions, e.g., regulatory approvals or background verification].

You are requested to familiarize yourself with the responsibilities outlined in the company policy document. Your provisional tenure will be reviewed upon fulfillment of the conditions mentioned above.

Please confirm your acceptance by replying to this email.

Best regards,

[Name]

[Designation]

[Company Name]

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