

Provisional Appointment Letter Pending Documentation

Subject: Provisional Appointment - [Position Title]

Dear [Candidate Name],

Further to your interview and selection process, we are pleased to provisionally appoint you to the position of [Position Title] at [Company Name], effective [Start Date].

Provisional Nature:

Please note that this appointment is provisional and subject to verification of your credentials, background check completion, and submission of all required documents listed below within [Timeframe].

Required Documents:

- Educational certificates and transcripts
- Previous employment letters and experience certificates
- Identity proof and address verification
- Medical fitness certificate
- [Any other specific documents]

Position and Compensation:

You will work as [Position Title] with a monthly salary of [Amount]. Complete terms and conditions will be provided in your final appointment letter once all verifications are satisfactorily completed.

Important Notice:

Failure to provide the required documents within the specified timeframe may result in withdrawal of this provisional offer. Any discrepancies found during verification will lead to immediate termination of appointment.

You may begin work on [Start Date] while the verification process is underway. Please acknowledge receipt and acceptance of this provisional appointment.

Regards,

[Name]

[Title]

[Company Name]

Get more templates here:

<https://www.lettersandtemplates.com/letters/appointment-letter-with-terms-and-conditions>