

Provisional Appointment Letter

Subject: Provisional Appointment Notification

Dear [Candidate Name],

We are happy to inform you of your provisional appointment as Marketing Coordinator at [Company Name], effective [Start Date]. This appointment is subject to the successful completion of verification of your credentials and background.

During this period, you will be entitled to all the responsibilities and benefits associated with your role. Please complete and submit all required documentation within [Timeframe] to finalize your appointment.

We wish you success and look forward to confirming your position officially.

Best regards,

[HR Manager Name]

[Company Name]

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