

Temporary Appointment Notification

Subject: Provisional Auditor Appointment

Dear [Auditor Name],

This is to inform you of your provisional appointment as an auditor for [Company Name] for the period [Start Date] to [End Date]. This temporary assignment is subject to confirmation by the board upon review of performance.

Kindly confirm your acceptance at the earliest convenience.

Best regards,

[Authorized Signatory]

[Company Name]

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