

Provisional CEO Appointment Letter

Subject: Provisional Appointment as CEO

Dear [Recipient Name],

This letter serves to provisionally appoint you as the Chief Executive Officer of [Company Name] effective [Start Date]. Your appointment is subject to confirmation by the Board after a review period of [Duration].

During this period, you will assume all CEO responsibilities and report progress to the Board regularly.

Sincerely,

[Chairperson Name]

[Board of Directors]

[Company Name]

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