

Provisional confirmation pending final review

Subject: Provisional Confirmation of Employment

Dear [Employee Name],

This is to inform you that your employment with [Company Name] is provisionally confirmed, subject to final review of your performance over the coming [time period, e.g., three months]. Your position as [Job Title] remains the same, and your responsibilities continue as discussed.

During this extended observation period, we encourage you to maintain your performance and uphold the standards of our organization. Upon successful review, your confirmation will be made official.

Thank you for your continued efforts.

Regards,

[Your Name]

[Designation]

Get more templates here:

<https://www.lettersandtemplates.com/letters/employment-confirmation-letter>