

Provisional Appointment Letter

Subject: Provisional Appointment as General Manager

Dear [Candidate's Name],

This letter serves as a provisional appointment for the position of General Manager at [Company Name], effective from [start date], pending completion of all pre-employment formalities and verification of credentials.

During the provisional period, your duties and responsibilities will include managing operations, implementing strategic initiatives, and reporting to the Board. Your salary and benefits will be in accordance with company policy and will be confirmed upon successful verification.

We request that you provide all necessary documents within [number] days and confirm your acceptance of this provisional appointment at your earliest convenience.

We are confident that your expertise will be valuable to the growth and success of [Company Name].

Sincerely,

[Your Name]

[Your Designation]

Get more templates here:

<https://www.lettersandtemplates.com/letters/format-of-appointment-letter-for-general-manager>