

Preliminary letter before official joining

Dear [Employee Name],

We are pleased to provisionally welcome you to [Company Name]. Your appointment is subject to completion of all pre-employment formalities, including background checks and document verification.

Please prepare the required documents as listed in the attached checklist. Once all requirements are met, we will send your official welcome letter and onboarding schedule.

Thank you for your cooperation, and we look forward to confirming your position with us soon.

Sincerely,

[HR Coordinator Name]

Human Resources Department

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