

Provisional Internship Appointment Letter

Subject: Provisional Internship Appointment

Dear [Intern's Name],

This is to provisionally appoint you as an intern at [Company Name] in the [Department Name], effective [Start Date], subject to completion of all required documentation and approvals.

Your provisional assignment will last until [End Date]. During this period, you are expected to fulfill your responsibilities diligently while awaiting final confirmation.

Please submit all pending documents and confirm your acceptance at the earliest to finalize your appointment.

We look forward to your contributions.

Sincerely,

[Your Name]

[Designation]

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