

Provisional Job Appointment Letter

Subject: Provisional Appointment for [Job Title]

Dear [Employee Name],

This letter serves as a provisional appointment for the position of [Job Title] at [Organization Name], effective [Start Date], subject to verification of your documents and successful completion of the probationary period.

Please submit all necessary certificates and complete joining formalities by [Deadline]. We look forward to your active participation and contributions to our organization.

Best regards,

[Sender Name]

[Position]

[Organization Name]

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