

Temporary certificate issued before final approval

Subject: Provisional Job Completion Certificate

Dear [Recipient's Name],

This is to issue a provisional job completion certificate for [Project/Assignment Title], which has been substantially completed as of [Date]. While minor adjustments and approvals are still pending, the primary objectives and deliverables have been successfully achieved.

This certificate is provided as temporary confirmation until final verification and acceptance are completed. A final completion certificate will follow upon approval.

Sincerely,

[Authorized Person's Name]

[Position]

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