

Preliminary Digital Approval

Subject: Preliminary Approval for Your Work Proposal

Hi [Recipient Name],

Your proposed work plan for [Project/Task] has been preliminarily approved. This approval is contingent upon receiving the final documentation and confirmation of resources.

Please submit the required documents by [Deadline]. Once reviewed, a formal approval will follow.

Thank you for your initiative and efforts.

Best regards,

[Your Name]

[Position]

[Company/Organization]

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