

Provisional Work Scope Agreement Email

Subject: Preliminary Agreement on Work Scope

Hi [Recipient's Name],

Following our recent discussion, this email serves as a provisional outline of your responsibilities for [Project/Assignment]. Initially, your scope includes [list responsibilities], subject to final review and confirmation.

Please review the listed items and let us know if any adjustments are necessary. Once confirmed, we will issue the official work scope agreement.

Best regards,

[Your Name]

[Your Position]

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