## **Provisional Confirmation**

Subject: Provisional Confirmation of Joining

Dear [Employee Name],

This letter serves as a provisional confirmation for your joining at [Company Name] as [Job Title].

The tentative joining date is [Joining Date], subject to the completion of pending formalities.

Please ensure that all required documents and background checks are completed prior to this date.

Regards,

[HR Manager Name]

[Company Name]

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