

Provisional Appointment Email

Subject: Provisional Appointment as Management Representative

Hello [Employee Name],

Congratulations! You have been provisionally appointed as the Management Representative for [Company Name], effective [Start Date]. Your responsibilities will include overseeing process compliance and reporting to the management team.

Please note that this appointment is subject to review after [Review Period]. We look forward to your dedication and contributions to maintaining our quality standards.

Best regards,

[Your Name]

[Designation]

Get more templates here:

<https://www.lettersandtemplates.com/letters/management-representative-appointment-letter>