

Provisional Appointment Letter

Subject: Provisional Appointment as [Role]

Dear [Recipient Name],

This letter serves to provisionally appoint you as [Position] at [Company Name] from [Start Date] until the completion of the probationary period ending [End Date].

All terms and conditions will be finalized upon successful completion of the probation. Please confirm receipt and understanding of this provisional appointment.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

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