

Provisional Permanent Appointment Letter

Subject: Provisional Confirmation of Permanent Employment

Dear [Employee Name],

We are pleased to provisionally confirm your permanent employment with [Company Name] as [Job Title], effective [Date]. This confirmation is subject to the completion of all remaining formalities as outlined by HR.

Your performance and dedication have been commendable, and we look forward to your continued contribution.

Best regards,

[Manager Name]

[Position]

[Company Name]

[Date]

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