

Project Manager Provisional or Preliminary Appointment Letter

Dear [Employee's Name],

Subject: Provisional Appointment as Project Manager

I am pleased to inform you that, based on your exceptional performance and demonstrated leadership abilities, you have been provisionally appointed as Project Manager at [Company Name]. Your dedication and contributions have been invaluable to the success of our projects, and we are confident that you will continue to excel in this role.

This provisional appointment is effective from [Start Date]. During this provisional period, you will have the opportunity to familiarize yourself with the responsibilities of the Project Manager role and demonstrate your capabilities in this capacity.

As a Provisional Project Manager, your responsibilities will include:

- Assisting in defining project objectives, scope, and deliverables
- Collaborating in the creation and maintenance of project schedules and timelines
- Participating in the allocation and management of project resources
- Supporting in monitoring project progress and performance
- Assisting in identifying and mitigating project risks
- Contributing to project updates for stakeholders
- Ensuring compliance with company policies and industry standards

Your compensation and benefits will remain consistent with your current employment agreement.

At the end of the provisional period, your performance will be evaluated, and a final decision regarding your appointment as Project Manager will be made. We have full confidence in your abilities and believe that you will continue to demonstrate the leadership and expertise required for this role.

Should you have any questions or require further information, please feel free to contact me.

Congratulations once again on your provisional appointment. We look forward to your continued contributions to our organization.

Sincerely,

[Your Name]

[Your Title]

[Company Name]