

Provisional/temporary assignment as Project Manager

Subject: Provisional Assignment as Project Manager

Hi [Candidate Name],

This email confirms your provisional appointment as Project Manager for [Project Name], starting [Start Date]. This appointment is temporary and will be reviewed after [Time Period].

Your main duties will include planning, monitoring, and reporting project progress to ensure objectives are met. Please confirm your acceptance by replying to this email.

Regards,

[Sender Name]

[Designation]

[Company Name]

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