

Preliminary/initial appointment pending confirmation

Subject: Preliminary Appointment as Project Manager

Dear [Candidate Name],

We are pleased to notify you of your preliminary appointment as Project Manager for [Project Name], starting [Start Date]. This is a provisional appointment pending final approval from senior management.

Your primary duties include planning, scheduling, and team coordination. We will confirm the official appointment after [Date/Review Period].

Sincerely,

[Sender Name]

[Designation]

[Company Name]

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