

MBA Program Conditional Admission

Subject: MBA Program - Provisional Admission Status

Dear [Candidate Name],

Congratulations! You have been provisionally accepted into our MBA program for the [Year] cohort.

Your admission is pending verification of your professional work experience. Please arrange for your current and previous employers to submit:

- Employment verification letters on company letterhead
- Confirmation of job titles, dates of employment, and salary ranges
- Supervisor contact information for reference checks

All documentation must be received within 30 days of this notice. Falsification of work experience will result in immediate withdrawal of admission.

We appreciate your patience during this verification process and look forward to having you join our business school community.

Best wishes,

[Admissions Director]

[Business School Name] MBA Program

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