

Temporary contract-based position offer

Subject: Provisional Offer for Contract Position

Dear [Candidate Name],

We are pleased to extend a provisional offer for the [Contract Position] at [Company Name], for a term of [Duration]. This offer is subject to the successful completion of all pre-contract formalities.

A formal contract will be provided once these conditions are met. Please confirm your provisional acceptance by [Date].

Thank you and welcome aboard.

Sincerely,

[HR Contact Name]

[Company Name]

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