

Temporary appointment letter for probationary employment

Subject: Temporary Appointment Confirmation

Dear [Employee Name],

We are pleased to inform you of your temporary appointment as [Job Title] in the [Department Name], effective from [Start Date] to [End Date]. This appointment is provisional and subject to the terms and conditions outlined below.

Your performance will be reviewed at the end of this period, and a decision will be made regarding the possibility of a permanent appointment. Please report to [Supervisor Name] on your first day.

We look forward to your contribution to the team.

Sincerely,

[Authorized Signatory Name]

[Designation]

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