

Provisional temporary appointment letter template

Subject: Provisional Temporary Appointment

Dear [Employee Name],

We are pleased to offer you a provisional appointment as [Job Title] effective [Start Date]. This appointment is temporary and subject to the successful completion of [specific conditions, e.g., background verification, medical clearance].

The provisional appointment will be reviewed after [Duration], at which point a final confirmation or termination of the appointment will be communicated.

Sincerely,

[Authorized Signatory Name]

[Designation]

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