

Provisional Position Confirmation

Date: [Insert Date]

To:

[Employee Name]

[Employee Address]

[City, State, Zip Code]

Dear [Employee Name],

We are pleased to inform you that you have been provisionally confirmed for the position of [Job Title] in our [Department Name] at [Company Name]. Your provisional appointment will commence on [Start Date].

This provisional position is subject to the completion of [any specific requirements or processes that need to be fulfilled, e.g., background check, training, etc.]. Once these requirements are satisfactorily completed, your position will be officially confirmed.

Your preliminary salary will be [Salary Amount], and you will report directly to [Supervisor Name]. A detailed outline of your job responsibilities and expectations will be provided in your onboarding package.

We are excited to have you on board and look forward to your contributions.

Should you have any questions, please do not hesitate to reach out to me directly.

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Company Contact Information]