

# Provisional Job Role Information

Date: [Insert Date]

To: [Employee's Name]

From: [Your Name]

Subject: Provisional Job Role Assignment

Dear [Employee's Name],

We are pleased to inform you that you have been assigned a provisional job role as [Job Title] in the [Department Name]. This role is effective from [Start Date] and will remain provisional until [End Date/Criteria for Permanent Role].

Your main responsibilities will include:

- [Responsibility 1]
- [Responsibility 2]
- [Responsibility 3]

Please note that this provisional role is subject to review based on your performance and the department's needs. You will receive feedback at [Frequency of Feedback].

If you have any questions or need further clarification, please feel free to reach out.

Best regards,

[Your Name]

[Your Position]

[Company Name]