

# Provisional Accountant Appointment Letter

Subject: Provisional Appointment for Accountant Position

Dear [Employee's Name],

Congratulations! You have been provisionally appointed as an Accountant at [Company Name] starting from [Start Date]. This appointment is subject to successful completion of background verification and submission of required documents.

Please ensure all documents are submitted by [Deadline Date]. Upon verification, your permanent appointment will be confirmed.

We look forward to having you on board.

Best regards,

[HR/Manager Name]

[Title]

[Company Name]

**Get more templates here:**

<https://www.lettersandtemplates.com/letters/appointment-letter-for-accountant>