

Provisional Faculty Appointment Email

Subject: Provisional Appointment as [Designation]

Dear [Candidate Name],

This is to inform you that you have been provisionally appointed as [Designation] in the [Department Name] at [Institution Name], starting from [Start Date]. This appointment is subject to verification of your credentials and submission of all required documents.

Kindly complete the documentation process at the earliest. We are excited to welcome you on board.

Best regards,

[HR Manager Name]

[Institution Name]

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