

Provisional appointment letter for contract staff

Subject: Provisional Contract Appointment

Dear [Employee's Name],

We are offering you a provisional appointment as [Job Title] with [Company/Organization Name] on a contract basis. This appointment will be valid from [Start Date] for an initial period of [Duration], after which it may be renewed or discontinued based on performance and organizational needs.

Your remuneration will be [Salary Details]. Please sign and return the attached copy of this letter to confirm acceptance.

Yours sincerely,

[Your Name]

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