[Date]

[Employee Name]
[Employee ID]
[Current Job Title]

Subject: Notification of Temporary Acting Role and Pay Adjustment

Dear [Employee Name],

We are pleased to inform you that you have been appointed to the temporary acting role of [Acting Job Title] within the [Department Name] department.

This appointment is effective from [Start Date] and is expected to continue until [End Date or "further notice"]. This temporary assignment is to cover for [Reason for Vacancy, e.g., a leave of absence/recruitment period].

In recognition of your increased responsibilities during this period, your compensation will be adjusted as follows:

- **Current Base Salary:** [Amount]
- **Acting Allowance/Adjustment:** [Amount or Percentage]
- **Temporary Total Salary:** [Amount]

Please note that this pay adjustment is temporary. Upon the conclusion of this acting assignment, your salary will revert to your substantive rate of [Current Base Salary], and you will return to your original position of [Current Job Title].

During this period, you will report to [Supervisor Name]. All other terms and conditions of your employment remain unchanged.

Thank you for your commitment and for stepping into this leadership capacity. Please sign below to acknowledge your acceptance of these temporary terms.

Sincerely,

[Manager Name]
[Manager Title]

Acknowledgment:

_____
[Employee Signature]

_____
[Date]