[Date]

[Employee Name]
[Employee ID]
[Department]

Subject: Conclusion of Temporary Acting Appointment and Pay Adjustment

Dear [Employee Name],

This letter serves as formal notification that your temporary appointment as [Acting Role Title] will officially conclude on [End Date]. Effective [Start Date of Normal Pay], you will return to your substantive position as [Original Job Title].

Accordingly, the temporary acting allowance/pay adjustment of [Amount/Percentage] will cease. Your salary will revert to your standard rate of [Original Salary Amount] per [Hour/Month/Year].

We would like to take this opportunity to thank you for your contributions and leadership during this interim period. Your efforts in managing the additional responsibilities of the [Acting Role Title] position have been greatly appreciated.

If you have any questions regarding your compensation or the transition back to your permanent role, please contact [HR Name/Department].

Sincerely,

[Manager Signature]
[Manager Name]
[Manager Title]

cc: Human Resources, Payroll