[Date]

[Employee Name]
[Employee ID]
[Department]

Subject: Notification of Retroactive Pay Adjustment for Temporary Acting Role

Dear [Employee Name],

This letter is to formally notify you of a retroactive salary adjustment regarding your temporary assignment as [Acting Job Title].

Records indicate that you performed the duties and responsibilities of this acting role during the following period:

- **Start Date:** [Start Date]
- **End Date:** [End Date]

In recognition of these additional responsibilities, you have been granted a temporary acting pay increase. The details of the adjustment are as follows:

- **Acting Pay Rate:** [Amount] per [Hour/Month/Year]
- **Total Retroactive Amount (Gross):** [Total Amount]

This retroactive payment, covering the period mentioned above, will be included in your paycheck scheduled for [Payroll Date]. Please note that this amount is subject to standard tax withholdings and statutory deductions.

Following the conclusion of this acting assignment, your compensation has returned to your standard base salary of [Original Salary Amount], effective [Effective Date].

We thank you for your leadership and contributions during this transition period. If you have any questions regarding this adjustment, please contact the Payroll Department or Human Resources.

Sincerely,

[Your Name]
[Your Title]
[Company Name]