[Company Name]

[Company Address]

[Date]

To: [Employee Name]

Employee ID: [ID Number]

Subject: Notification of Temporary Acting Role and Pay Adjustment

Dear [Employee Name],

I am pleased to formally confirm your temporary appointment to the position of [Acting Job Title] within the [Department Name]. This acting role is effective from [Start Date] and is expected to continue until [End Date or "further notice"].

During this period, you will be responsible for the duties and leadership requirements associated with this managerial position. In recognition of these additional responsibilities, your compensation will be adjusted as follows:

- **Current Base Salary:** [Amount]
- **Temporary Acting Allowance:** [Amount/Percentage increase]
- **Total Adjusted Salary:** [Total Amount]

This pay adjustment is temporary and is directly tied to your performance in this acting capacity. At the conclusion of this assignment, your compensation will revert to your substantive base salary of [Original Salary Amount], and you will return to your permanent position of [Permanent Job Title].

All other terms and conditions of your employment contract remain unchanged.

Thank you for stepping into this leadership role. We appreciate your commitment to the team during this transition.

Sincerely,

[Manager Name]
[Manager Title]

Acknowledgment:

I accept the terms of this temporary acting role and the associated pay adjustment.

Signature: _____ Date: _____