[Date]

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

Subject: Notification of Temporary Acting Appointment and Pay Adjustment

Dear [Employee Name],

We are pleased to formally appoint you to the temporary position of [Acting Role Title], effective [Start Date]. This assignment is expected to continue until [End Date or "further notice"].

During this period, you will assume the full responsibilities of the [Department/Division] at the executive level. In recognition of these additional duties, your compensation will be adjusted as follows:

- **Current Base Salary:** $[Amount]
- **Acting Role Stipend/Increase:** $[Amount] per [Pay Period/Month]
- **Temporary Total Salary:** $[Amount]

This pay adjustment is temporary. At the conclusion of this acting assignment, your compensation will revert to your standard base salary, and you will return to your substantive position of [Current Job Title]. All other terms and conditions of your employment remain unchanged.

Thank you for your leadership and commitment during this transition period.

Sincerely,

[Sender Name]
[Sender Title]
[Company Name]

Acknowledgment:

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

_____
[Employee Signature]

_____
[Date]