[Company Name]
[Department]
[Date]

[Employee Name]
[Employee ID]
[Position Title]

Subject: Notification of Temporary Acting Pay Adjustment

Dear [Employee Name],

This letter is to formally confirm that you have been appointed to perform the duties of [Temporary Position Title] on a temporary basis, effective from [Start Date] to [End Date].

During this period, you will be responsible for the key accountabilities associated with this higher-level role. In recognition of these additional responsibilities, you will receive a Higher Duties Allowance (HDA).

Payment Details:

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

This adjustment is temporary. Upon the completion of this assignment on [End Date], your salary will revert to your substantive rate as a [Original Position Title], unless otherwise notified in writing.

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

We appreciate your willingness to take on this additional responsibility and thank you for your continued contribution to the team.

Sincerely,

[Manager Name]
[Manager Title]

Employee Acknowledgment:

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

Signature: _____ Date: _____