[Company Name]
[Department]
[Date]

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

Subject: Notification of Temporary Acting Pay Adjustment

Dear [Employee Name],

This letter is to formally confirm your temporary assignment to the role of [Acting Job Title], effective from [Start Date]. This assignment is expected to continue until [End Date or "further notice"].

In recognition of the additional responsibilities and higher-level duties associated with this position, your compensation will be adjusted. During this temporary period, you will receive an acting allowance of [Amount/Percentage] in addition to your current base salary.

Terms of the Adjustment:

- **Effective Date:** [Start Date]
- **Acting Salary/Rate:** [New Total Amount]
- **Frequency:** Paid [Monthly/Bi-weekly]

Please note that this is a temporary pay adjustment. Once the acting assignment concludes and you return to your substantive position of [Original Job Title], your compensation will revert to your previous base rate, subject to any standard annual increases that may have occurred in the interim.

We appreciate your willingness to step into this role and thank you for your continued contributions to the team.

Sincerely,

[Manager Name]
[Manager Title]

Acknowledgment:

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

_____
[Employee Signature]

[Date]