[Date]

[Employee Name]
[Employee ID]
[Department]

Re: Decision Regarding Temporary Pay Adjustment for Acting Role

Dear [Employee Name],

Thank you for your recent inquiry regarding a temporary pay adjustment associated with your current assignment as [Acting Job Title].

After reviewing your request and the current organizational guidelines, we are unable to approve a temporary salary adjustment at this time. This decision is based on the following reason(s):

- The duration of the assignment does not meet the minimum timeframe required for a temporary pay increase.
- The additional responsibilities do not exceed the scope or grade level required for a formal pay adjustment under current policy.
- The acting role is considered a developmental opportunity within your existing position description.

We sincerely appreciate your willingness to step into this role and acknowledge the hard work you are putting into these additional tasks. Your contributions are vital to the team's continued success during this period.

If you have any questions regarding this decision or the company's compensation policies, please feel free to contact [Name of Contact/HR Representative].

Sincerely,

[Manager Signature]
[Manager Name]
[Title]

cc: Human Resources File