

Dear [Employee Name],

We are pleased to offer you the interim position of [Interim Job Title] at [Company Name]. This appointment is effective starting [Start Date] and is expected to continue until [End Date or Event].

During this interim period, your responsibilities will include:

- [Responsibility 1]
- [Responsibility 2]
- [Responsibility 3]

In recognition of these additional responsibilities, your compensation will be adjusted as follows:

- **Interim Salary/Stipend:** [Amount]
- **Payment Frequency:** [e.g., Per pay period]

Please note that this is a temporary assignment. At the conclusion of this interim role, you will return to your previous position as [Original Job Title] at your previous rate of pay, unless otherwise agreed upon in writing.

All other terms and conditions of your original employment agreement remain in effect. Please sign below to indicate your acceptance of this interim role.

Sincerely,

[Manager Name]
[Title]

Acceptance:

I accept the interim position of [Interim Job Title] under the terms described above.

Signature: _____

Date: _____