

[Date]

[Employee Name]

[Employee ID]

[Current Department]

Subject: Offer of Temporary Assignment Promotion

Dear [Employee Name],

We are pleased to offer you a temporary promotion to the position of [Temporary Job Title] within the [Department Name] department. This assignment is expected to begin on [Start Date] and is currently scheduled to end on or about [End Date].

During this temporary assignment, your responsibilities will include:

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

In recognition of these additional responsibilities, your compensation will be adjusted to \$[Amount] per [Hour/Month/Year] for the duration of this assignment. At the conclusion of this temporary period, you will return to your former position of [Current Job Title] and your previous salary rate of \$[Original Amount], unless otherwise notified in writing.

Please note that this temporary assignment does not guarantee a permanent promotion to this role. All other terms and conditions of your employment remain unchanged.

Please indicate your acceptance of this temporary promotion by signing and returning this letter by [Deadline Date].

Congratulations on this opportunity.

Sincerely,

[Manager Name]

[Title]

[Company Name]

Acceptance:

I accept the temporary promotion as outlined above.

Signature: _____ Date: _____