

[Company Name]
[Address]
[City, State, Zip Code]

[Date]

[Candidate Name]
[Candidate Address]
[City, State, Zip Code]

Subject: Offer of Interim Appointment as [Position Title]

Dear [Candidate Name],

We are pleased to offer you the temporary position of [Position Title] at [Company Name]. This interim assignment is intended to provide leadership and management for the [Department Name] during our transition period.

Assignment Details:

- **Commencement Date:** [Start Date]
- **Estimated Duration:** This is a temporary assignment expected to last approximately [Number] months, ending on or about [End Date].
- **Reporting Relationship:** You will report to [Manager Name/Title].

Compensation:

- **Rate of Pay:** \$[Amount] per [Hour/Month].
- **Payment Schedule:** Payments will be made on a [Weekly/Bi-weekly] basis.

Scope of Responsibilities:

Your primary focus will be [Key Objective 1], [Key Objective 2], and overseeing the daily operations of the [Department] team. As this is an interim role, your focus will be on maintaining stability and achieving specific short-term goals as outlined in the attached job description.

Terms of Engagement:

Please note that this is a temporary interim position and does not guarantee permanent employment. This is an "at-will" agreement, meaning either you or [Company Name] may terminate the assignment at any time, with or without cause, and with or without notice.

To accept this offer, please sign and return this letter by [Deadline Date].

We look forward to your contribution to [Company Name].

Sincerely,

[Sender Name]
[Sender Title]

Acceptance:

I, [Candidate Name], accept the interim position of [Position Title] under the terms described above.

Signature: _____ Date: _____