

Date: [Date]

To: [Employee Name]

Employee ID: [Employee ID]

Subject: Notification of Temporary Acting Appointment

Dear [Employee Name],

I am pleased to confirm your temporary appointment to the position of **Acting [Job Title]** within the [Department Name] department.

Effective Dates:

This temporary assignment will begin on [Start Date] and is expected to conclude on or around [End Date], or until the return of the permanent incumbent.

Roles and Responsibilities:

During this period, you will report to [Manager Name]. Your primary responsibilities will include:

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

Compensation:

For the duration of this acting role, your salary will be adjusted to [New Salary Amount/Acting Stipend Amount] per [Pay Period]. At the conclusion of this temporary assignment, your compensation will revert to your previous rate of [Original Salary].

Terms:

Except for the changes noted above, all other terms and conditions of your original employment contract remain in effect. This temporary promotion does not guarantee a permanent appointment to the role.

Please sign below to indicate your acceptance of these terms.

Sincerely,

[Name of Sender]

[Title]

[Company Name]

Acceptance:

I accept the terms of this temporary acting appointment.

[Employee Signature]

Date: _____