

Date: [Date]

To: [Employee Name]

Position: [Current Job Title]

Subject: Appointment to Interim [Job Title]

Dear [Employee Name],

I am pleased to confirm your appointment to the position of Interim [Job Title], effective [Start Date]. This interim appointment is expected to continue until [End Date or "further notice"].

During this period, your primary responsibilities will include:

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

In recognition of these additional duties, your compensation will be adjusted to [Amount] per [Pay Period]. This temporary salary adjustment will remain in effect for the duration of your interim management role. Upon the conclusion of this assignment, your compensation and job title will revert to your previous status, unless otherwise negotiated.

We appreciate your willingness to step into this leadership role and have full confidence in your ability to lead the team during this transition.

Please sign below to indicate your acceptance of these terms.

Sincerely,

[Manager Name]

[Manager Title]

**Acknowledgment:**

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[Employee Signature]

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[Date]