

[Date]

[Employee Name]

[Employee ID]

[Current Job Title]

**Subject: Notification of Interim Promotion**

Dear [Employee Name],

I am pleased to inform you that you are being promoted to the interim position of [Interim Job Title], effective [Start Date]. This temporary appointment is expected to continue until [End Date or Event, e.g., the permanent vacancy is filled].

During this interim period, your primary responsibilities will include:

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

In recognition of these additional management duties, your compensation will be adjusted to [Interim Salary/Hourly Rate] for the duration of this assignment. Once the interim period concludes, you will return to your previous position of [Current Job Title] and your previous salary rate of [Original Salary].

Please note that this temporary promotion does not guarantee a permanent appointment to the role. However, we appreciate your willingness to step into this leadership capacity.

Please sign below to acknowledge your acceptance of these temporary terms.

Sincerely,

[Manager Name]

[Manager Title]

**Employee Acceptance:**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_