

[Date]

[Employee Name]

[Employee ID]

[Department]

Subject: Notification of Temporary Promotion to Acting Director

Dear [Employee Name],

I am pleased to inform you that you are being temporarily promoted to the position of Acting Director of [Department Name], effective [Start Date]. This assignment is expected to continue until [End Date or "further notice"].

During this period, you will assume the full responsibilities of the Director role, including [Key Responsibility 1] and [Key Responsibility 2]. You will report directly to [Supervisor Name/Title].

In recognition of these additional responsibilities, your salary will be adjusted to [Amount] per [Pay Period] for the duration of this temporary assignment. Upon the conclusion of this appointment, you will return to your substantive position as [Original Job Title] at your previous rate of pay, subject to any intervening cost-of-living adjustments.

All other terms and conditions of your employment remain unchanged. 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 acknowledge your acceptance of these temporary terms.

Sincerely,

[Name of Approving Officer]

[Title]

Acknowledgment:

[Employee Signature]

Date: _____