

[Date]

[Employee Name]
[Employee ID]
[Current Job Title]

Dear [Employee Name],

We are pleased to inform you that you are being temporarily promoted to the position of [Temporary Job Title] within the [Department Name] department. This temporary promotion is effective from [Start Date] and is expected to end on or about [End Date].

During this short-term assignment, your duties and responsibilities will include:

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

In recognition of these additional responsibilities, your salary will be adjusted to [Amount] per [Pay Period] for the duration of this assignment. Upon the conclusion of this temporary promotion, you will return to your former position of [Current Job Title] and your salary will revert to your previous rate of [Original Salary Amount].

Please note that this temporary assignment does not guarantee a permanent promotion to this or any other position. All other terms and conditions of your employment remain unchanged.

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

Sincerely,

[Name of Manager/HR Representative]
[Title]

Acknowledgment and Acceptance:

[Employee Signature]

[Date]