

[Company Name]
[Address]
[City, State, Zip Code]

[Date]

[Employee Name]
[Employee ID]
[Department]

Subject: Notification of Temporary Promotion for Maternity Cover

Dear [Employee Name],

We are pleased to inform you that you are being temporarily promoted to the position of [Temporary Job Title] to provide maternity cover for [Name of Person being covered].

This temporary assignment is scheduled to begin on [Start Date] and is expected to conclude on or around [End Date], or until the return of the employee from leave.

During this period, your responsibilities will include:

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

In recognition of these additional duties, your salary will be adjusted to [New Salary/Stipend Amount] for the duration of this assignment. This increase will be effective from [Start Date] and will revert to your original salary of [Original Salary] once you return to your substantive role as [Original Job Title].

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

We appreciate your flexibility and your commitment to the team during this time. Please sign and return a copy of this letter to acknowledge your acceptance of these temporary terms.

Sincerely,

[Manager Name]
[Manager Title]

Acknowledgment:

I accept the terms of the temporary promotion as outlined above.

Signature: _____ Date: _____