

[Date]

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

Subject: Notification of Temporary Promotion

Dear [Employee Name],

We are pleased to inform you that you are being temporarily promoted to the position of [Temporary Job Title] effective from [Start Date]. This temporary assignment is expected to continue until [End Date or Event, e.g., the return of the department head].

During this period, your duties and responsibilities will include:

- [Duty 1]
- [Duty 2]
- [Duty 3]

In recognition of these additional responsibilities, your salary will be adjusted. During this temporary period, your [Monthly/Bi-weekly] salary will be [New Salary Amount]. This represents a temporary increase of [Increase Amount/Percentage].

Please note that at the end of this temporary assignment, you will return to your former position of [Current Job Title] and your salary will revert to your previous rate of [Original Salary Amount], plus any standard increments applied during this time.

We appreciate your willingness to take on this role and look forward to your contributions.

Sincerely,

[Manager Name]
[Title]
[Company Name]

Acknowledgment:

I accept the terms of this temporary promotion and salary adjustment.

[Employee Signature]

[Date]