

Date: [Insert Date]

To: [Employee Name]

From: [Manager/HR Name]

Subject: Notice of Temporary Promotion

Dear [Employee Name],

I am pleased to inform you that you are being temporarily promoted to the position of [New Job Title], effective from [Start Date]. This temporary assignment is expected to last until approximately [End Date or Event, e.g., the return of a colleague].

During this period, your responsibilities will include:

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

In recognition of these additional responsibilities, your salary will be adjusted to [New Salary Amount/Rate] for the duration of this temporary role. Once the assignment concludes, you will return to your previous position as [Old Job Title] and your previous salary rate of [Old Salary Amount/Rate].

Please note that all other terms and conditions of your employment remain unchanged. We appreciate your flexibility and your commitment to the team during this transition.

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

Best regards,

[Sender Signature]

[Sender Name and Title]

Acknowledgment:

I, [Employee Name], accept the temporary promotion and the terms outlined above.

Signature: _____ Date: _____