

[Company Name]
[Department]
[Date]

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

Subject: Notification of Temporary Promotion to Project Leadership

Dear [Employee Name],

We are pleased to inform you that you are being temporarily promoted to the position of [Temporary Job Title, e.g., Project Lead] for the [Project Name]. This appointment is effective from [Start Date] and is expected to continue until [End Date or Project Milestone].

During this period, your primary responsibilities will include:

- Overseeing project lifecycles and deliverables.
- Leading and coordinating the project team.
- Reporting progress to [Manager Name/Title].
- [Additional Responsibility]

In recognition of these additional leadership duties, your compensation will be adjusted to [New Salary/Stipend Amount] for the duration of this assignment. Upon the conclusion of this temporary role, you will return to your substantive position of [Current Job Title] at your previous rate of pay, unless otherwise notified in writing.

Please indicate your acceptance of these terms by signing below and returning this letter to [HR Department/Manager Name] by [Deadline Date].

Congratulations on this opportunity. We look forward to your leadership on this project.

Sincerely,

[Signature]
[Name of Manager/HR Representative]
[Title]

Acceptance:

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

Signature: _____ Date: _____