

[Date]

[Employee Name]
[Employee ID]
[Current Department]

Subject: Notification of Fixed-Term Temporary Promotion

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 appointment is effective from [Start Date] and is expected to continue until [End Date], or until the return of the incumbent, whichever occurs first.

During this temporary 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 [New Salary/Rate] for the duration of this temporary promotion. This increase is temporary and will cease upon the conclusion of this assignment, at which point you will return to your substantive position of [Original Job Title] and your previous salary rate, subject to any intervening cost-of-living adjustments.

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

Please sign below to indicate your acceptance of these terms.

Sincerely,

[Manager Name]
[Title]
[Company Name]

Acknowledgment and Acceptance:

[Employee Signature]

[Date]