

[Date]

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

**Subject: Notification of Seasonal Supervisory Temporary Promotion**

Dear [Employee Name],

We are pleased to inform you that you are being temporarily promoted to the position of [Temporary Job Title/Supervisor Role] for the upcoming [Season Year] peak season.

**Terms of Temporary Promotion:**

- **Effective Date:** [Start Date]
- **Anticipated End Date:** [End Date]
- **Temporary Pay Rate:** [New Salary/Hourly Rate]
- **Reporting Manager:** [Manager Name]

In this seasonal role, your primary responsibilities will include overseeing daily operations for the [Department Name] team, coordinating shift schedules, and ensuring performance targets are met during this high-volume period.

Please note that this is a temporary assignment. At the conclusion of this seasonal period, or at the discretion of management, you will return to your permanent position of [Permanent Job Title] and your previous compensation rate of [Old Salary/Rate].

This temporary promotion does not guarantee a permanent supervisory position in the future. All other terms and conditions of your original employment contract remain in effect.

Congratulations on this achievement. We look forward to your leadership during this busy season.

Sincerely,

[Your Name]  
[Your Title]  
[Company Name]

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**Employee Acknowledgment:**

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

Signature: \_\_\_\_\_ Date: \_\_\_\_\_