

**Date:** [Date]

**To:** [Employee Name]

**From:** [Manager Name/HR Department]

**Subject:** Notice of Temporary Promotion to Executive Duties

Dear [Employee Name],

We are pleased to inform you that you are being temporarily promoted to the position of [Temporary Executive Title], effective from [Start Date] to [End Date/Until Further Notice].

During this period, you will be responsible for the following executive duties:

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

In recognition of these additional responsibilities, your compensation will be adjusted to [New Salary/Stipend Amount] for the duration of this assignment. Your original terms of employment will remain in effect, and you will return to your position as [Current Job Title] once this temporary assignment concludes.

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

Sincerely,

[Sender Name]  
[Sender Title]

**Acknowledgment:**

\_\_\_\_\_  
[Employee Signature]

**Date:** \_\_\_\_\_