

[Company Name]

[Company Address]

[Date]

To: [Employee Name]

Employee ID: [Employee ID]

**Subject: Temporary Promotion Agreement**

Dear [Employee Name],

We are pleased to offer you a temporary promotion to the position of [Temporary Job Title] within the [Department Name] department. This temporary assignment is effective from [Start Date] and is expected to conclude on or around [End Date].

**Terms of Temporary Promotion:**

- **Role:** Your primary responsibilities will include [Key Duty 1], [Key Duty 2], and [Key Duty 3].
- **Compensation:** During this period, your salary will be adjusted to [New Salary/Rate] per [Pay Period].
- **Reporting:** You will report directly to [Supervisor Name/Title].
- **Reversion:** At the end of this temporary assignment, you will return to your previous position as [Original Job Title] at your previous rate of pay, subject to any standard annual adjustments.

Please note that this temporary promotion does not guarantee a permanent appointment to this position. Either party may terminate this temporary arrangement at any time with [Number] days' notice.

To accept these terms, please sign and return a copy of this letter by [Deadline Date].

Sincerely,

[Name of Manager/HR Representative]  
[Title]

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**Employee Acceptance:**

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

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