

[Date]

[Employee Name]

[Current Job Title]

[Department]

Dear [Employee Name],

I am pleased to confirm your promotion to the position of **Interim Human Resources Manager**, effective [Start Date].

In this interim role, your primary responsibilities will include:

- Overseeing daily HR operations and department staff.
- Managing recruitment, onboarding, and employee relations.
- Ensuring compliance with company policies and labor laws.
- [Additional Responsibility]

During this interim period, your compensation will be adjusted to [Salary/Hourly Rate]. This change will remain in effect until [End Date] or until a permanent appointment is made.

At the conclusion of this assignment, you will either transition into the permanent role or return to your previous position of [Previous Title] at your former rate of pay, unless otherwise negotiated.

We have full confidence in your ability to lead the HR team during this transition. Please sign below to acknowledge your acceptance of these terms.

Congratulations on this achievement.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

**Acknowledgment:**

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[Employee Signature]

[Date]