

[Date]

[Employee Name]
[Current Job Title]
[Department]

Dear [Employee Name],

I am pleased to formally offer you the promotion to the position of **Interim Director of Human Resources**, effective [Start Date].

During this interim period, you will be responsible for leading the HR department and overseeing all human resources operations, including [List key responsibility 1], [List key responsibility 2], and [List key responsibility 3]. You will report directly to [Supervisor Name/Title].

In recognition of your expanded responsibilities, your compensation will be adjusted to [Salary Amount] per [Pay Period]. This interim appointment is expected to last until [End Date or "further notice"].

At the conclusion of this interim assignment, your role and compensation will be re-evaluated based on organizational needs and performance.

Please sign below to indicate your acceptance of this interim promotion and the terms outlined above.

Sincerely,

[Your Name]
[Your Title]

Acceptance:

[Employee Signature]

[Date]