

[Date]

[Employee Name]
[Employee Address]
[City, State, Zip Code]

Dear [Employee Name],

I am pleased to confirm your appointment to the position of Interim Human Resources Business Partner (HRBP), effective [Start Date].

In this interim role, you will report to [Manager Name/Title]. Your primary responsibilities will include [Key Duty 1], [Key Duty 2], and supporting the [Department/Team Name] regarding all HR-related strategies and operations.

The terms of this interim promotion are as follows:

- **Compensation:** Your salary will be adjusted to [Amount] per [Pay Period] for the duration of this assignment.
- **Duration:** This interim appointment is expected to last until [End Date or Occurrence of an Event], unless otherwise terminated or extended by the company.
- **Status:** At the conclusion of this interim period, you will either return to your previous position of [Previous Job Title] at your previous rate of pay or be considered for a permanent placement based on business needs and performance.

Please note that all other terms and conditions of your employment remains unchanged. We appreciate your willingness to step into this leadership role and have full confidence in your ability to contribute to the HR team's success during this transition.

Please sign and return a copy of this letter to acknowledge your acceptance of these terms.

Sincerely,

[Sender Name]
[Sender Title]

Acknowledgment:

[Employee Signature]

[Date]