

[Date]

[Employee Name]

[Current Job Title]

[Company Name]

Dear [Employee Name],

I am pleased to formally confirm your promotion to the position of Interim Chief Human Resources Officer (CHRO) at [Company Name], effective [Start Date].

In this role, you will be responsible for leading our human resources department, overseeing talent management, and developing organizational strategies. You will report directly to [Supervisor Name/Title].

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/Event], or until a permanent selection is made.
- **Status:** At the conclusion of this interim period, you will either transition into the permanent role or return to your previous position of [Previous Job Title] at your former rate of pay.

We have great confidence in your leadership and your ability to guide our HR team during this transition period. Please sign below to acknowledge your acceptance of these terms.

Congratulations on this achievement.

Sincerely,

[Name]

[Title]

[Company Name]

Acknowledgment:

[Employee Signature]

[Date]