

[Date]

[Employee Name]

[Employee ID]

[Current Department]

Subject: Promotion to Interim Talent Acquisition Lead

Dear [Employee Name],

I am pleased to formally confirm your promotion to the position of **Interim Talent Acquisition Lead**, effective [Start Date].

In this interim role, your responsibilities will include:

- Overseeing the daily operations of the recruitment team.
- Developing and implementing strategic sourcing and hiring plans.
- Managing stakeholder relationships and department budgets.
- Reporting on key recruitment metrics to senior leadership.

Regarding your compensation, your salary will be adjusted to [Amount] per [Year/Month] for the duration of this interim assignment. All other terms and conditions of your employment contract remain unchanged.

This interim appointment is expected to last until [End Date or "further notice"]. At the end of this period, your performance and the organizational needs will be reviewed to determine the next steps regarding this position.

We are confident in your leadership abilities and look forward to your contributions in this new capacity. Please sign and return a copy of this letter to acknowledge your acceptance of these terms.

Congratulations on this achievement.

Best regards,

[Manager Name]

[Title]

[Company Name]

Acknowledgment:

I accept the promotion to Interim Talent Acquisition Lead under the terms outlined above.

Signature: _____ Date: _____