

[Company Name]
[Department]
[Date]

[Employee Name]
[Current Job Title]
[Employee ID]

Subject: Notification of Interim Promotion

Dear [Employee Name],

We are pleased to inform you that you are being promoted to the position of **Interim Employee Relations Manager**, effective [Start Date]. This interim appointment is expected to continue until [End Date or Event, e.g., the permanent vacancy is filled].

In this role, your primary responsibilities will include:

- Managing employee grievance and disciplinary procedures.
- Providing guidance to management on labor law and company policy.
- Overseeing internal investigations and conflict resolution.
- Acting as a point of contact for employee engagement initiatives.

During this interim period, your salary will be adjusted to [New Salary/Stipend Amount] per [Pay Period]. Once the interim period concludes, your compensation and job title will revert to your previous status, unless otherwise notified in writing.

Please report to [Supervisor Name/Title] for further instruction regarding your transition. We appreciate your willingness to step into this leadership role and have full confidence in your ability to manage our employee relations functions.

Congratulations on this appointment.

Sincerely,

[Sender Name]
[Sender Title]

Acknowledgment:

I accept the terms of this interim promotion as outlined above.

[Employee Signature] / [Date]