

[Date]

[Employee Name]  
[Current Job Title]

**Subject: Promotion to Interim Compensation and Benefits Director**

Dear [Employee Name],

We are pleased to confirm your appointment to the position of Interim Compensation and Benefits Director, effective [Start Date]. This interim role is expected to continue until [End Date or Event].

In this capacity, you will report to [Manager Name/Title]. Your primary responsibilities will include overseeing the design and administration of company compensation programs, managing benefit plans, and ensuring regulatory compliance.

In recognition of these additional responsibilities, your compensation will be adjusted as follows:

- **Interim Salary:** Your annual base salary will be increased to [Amount] for the duration of this assignment.
- **Interim Stipend:** [Optional: You will receive a monthly stipend of [Amount] in lieu of a salary increase].

Please note that this is a temporary assignment. At the conclusion of this interim period, you will either return to your previous position of [Former Title] at your previous salary rate or be considered for the permanent Director role, subject to a performance review and business needs.

We appreciate your willingness to take on this leadership role and have full confidence in your ability to lead the team during this transition.

Please sign below to indicate your acceptance of these interim terms.

Sincerely,

[Name]  
[Title]  
[Company Name]

---

**Acceptance:**

I accept the interim promotion and the terms outlined above.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_