

[Date]

[Employee Name]

[Current Job Title]

[Department]

Subject: Appointment as Interim Head of Learning and Development

Dear [Employee Name],

We are pleased to formally appoint you to the position of **Interim Head of Learning and Development**, effective [Start Date].

In this role, you will be responsible for overseeing the L&D department's strategic initiatives, managing the training budget, and leading the team to ensure all organizational developmental goals are met. This interim appointment is expected to last until [End Date or "further notice"].

During this period, your compensation will be adjusted as follows:

- **Salary:** [Amount] per [Pay Period].
- **Acting Allowance:** [Amount, if applicable].

Your reporting line will change to [Manager Name/Title] for the duration of this assignment. At the conclusion of this interim period, your role and compensation will be reviewed in accordance with company policy and business needs.

We have full confidence in your ability to lead the team during this transition. Please sign below to acknowledge your acceptance of these terms.

Congratulations on this appointment.

Sincerely,

[Name]

[Title]

[Company Name]

Acknowledgment:

[Employee Signature]

Date: _____