

Dear [Employee Name],

I am pleased to inform you that you are being promoted to the position of **Interim People Operations Manager**, effective [Start Date].

This interim appointment is in recognition of your strong performance and your commitment to the People Operations team. During this period, your responsibilities will include:

- Overseeing daily HR operations and workflows.
- Managing employee lifecycle processes.
- Supporting [Department/Team Name] with HR inquiries and policy guidance.
- Leading upcoming projects such as [Project Name].

In connection with this interim role, your compensation will be adjusted to [Salary Amount/Stipend Details] for the duration of this assignment. This interim period is expected to last until [End Date or Condition], at which time the role will be reviewed.

We are confident in your ability to lead the team during this transition. Please sign below to indicate your acceptance of these interim terms.

Congratulations on this achievement.

Best regards,

[Your Name]
[Your Title]
[Company Name]

Acknowledgment:

[Employee Signature]

Date: _____