

[Date]

[Employee Name]
[Employee Address]
[City, State, Zip Code]

Dear [Employee Name],

I am pleased to inform you that you are being promoted to the position of **Interim Human Resources Generalist**, effective [Start Date].

In this interim role, you will be responsible for [List key responsibilities, e.g., recruitment, employee relations, and benefits administration]. You will report directly to [Supervisor Name/Title].

In recognition of your increased responsibilities, your compensation will be adjusted to [Dollar Amount] per [Hour/Year]. This interim appointment is expected to last until [End Date or "further notice"].

Please note that at the end of this interim period, you will either return to your previous position of [Previous Job Title] at your former pay rate or be considered for a permanent placement in this role based on organizational needs and performance.

Congratulations on this achievement. We appreciate your dedication to the team during this transition.

Sincerely,

[Signature]
[Sender Name]
[Sender Title]

Acknowledgment:

I accept the terms of this interim promotion.

[Employee Signature] | [Date]