

[Company Letterhead]

[Date]

[Employee Name]

[Current Job Title]

[Department]

Dear [Employee Name],

I am pleased to confirm your appointment to the position of Interim Human Resources Operations Lead, effective [Start Date]. This appointment is expected to continue until [End Date] or "further notice".

In this interim role, your primary responsibilities will include:

- Overseeing day-to-day HR operational processes and workflows.
- Managing the HR operations team and providing guidance on complex inquiries.
- Ensuring data integrity within the HRIS and managing compliance reporting.
- Acting as the primary point of contact for operational stakeholders.

In recognition of these additional responsibilities, your compensation will be adjusted to [Amount] per [Pay Period]. This temporary increase will remain in effect for the duration of your interim appointment. At the conclusion of this assignment, your compensation and title will revert to your previous status, unless otherwise notified in writing.

All other terms and conditions of your employment contract remain unchanged. We appreciate your willingness to step into this leadership capacity and have full confidence in your ability to lead the HR Operations team during this period.

Please sign and return a copy of this letter to acknowledge your acceptance of these terms.

Congratulations on this appointment.

Sincerely,

[Manager Name]

[Manager Title]

Acknowledgment:

I, [Employee Name], accept the interim position of Interim HR Operations Lead under the terms outlined above.

Signature: _____ Date: _____