

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

[Date]

[Employee Name]  
[Employee Address]

Dear [Employee Name],

We are pleased to inform you that you are being promoted to the position of Interim Diversity and Inclusion Director, effective [Start Date].

In this interim role, you will be responsible for leading our diversity initiatives, overseeing equity programs, and ensuring an inclusive environment across the organization. You will report directly to [Supervisor Name/Title].

Your compensation for this position will be [Salary/Hourly Rate]. This appointment is expected to last until [End Date/Permanent Placement], at which time your status will be re-evaluated.

Specific responsibilities will include:

- Developing and implementing D&I strategies.
- Advising leadership on cultural competency.
- Managing internal diversity committees and resource groups.
- Monitoring compliance with equal opportunity regulations.

Please sign and return a copy of this letter to acknowledge your acceptance of this interim promotion.

Congratulations on your new role. We look forward to your leadership in this area.

Sincerely,

[Signature]  
[Name of Sender]  
[Title of Sender]

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**Acknowledgment:**

I accept the position of Interim Diversity and Inclusion Director under the terms described above.

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