[Date]

[Employee Name]
[Job Title]
[Department]

Dear [Employee Name],

This letter serves as formal acknowledgment and acceptance of your transition into the interim role of **[Interim Job Title]**, effective **[Start Date]**.

During this interim period, your primary responsibilities will include:

- [Responsibility 1]
- [Responsibility 2]
- [Responsibility 3]

In recognition of these additional duties, your compensation will be adjusted to [Amount/Percentage Increase] for the duration of this assignment. This interim appointment is expected to continue until [End Date or Condition, e.g., the permanent position is filled].

At the conclusion of this assignment, you will return to your original position of [Original Job Title] unless otherwise notified in writing.

We appreciate your willingness to step into this leadership capacity and have full confidence in your ability to manage these new responsibilities.

Sincerely,

[Name]
[Title]
[Company Name]

Employee Acknowledgment:

I accept the terms of this interim promotion as outlined above.

_____
[Employee Signature]

[Date]