

[Date]

[Employee Name]

[Employee ID]

[Current Job Title]

Subject: Notification of Interim Role Assignment

Dear [Employee Name],

This letter serves as formal notification that you are being assigned to the interim role of [Interim Job Title] within the [Department Name] department, effective [Start Date]. This assignment is expected to continue until [End Date or "further notice"].

During this interim period, your primary responsibilities will include:

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

In recognition of these additional responsibilities, your compensation will be adjusted to [New Salary/Hourly Rate or Amount of Interim Stipend] for the duration of this assignment. Upon the conclusion of this interim role, you will return to your previous position as [Original Job Title] at your previous rate of pay, unless otherwise communicated.

Your reporting manager during this period will be [Manager Name].

Please acknowledge your acceptance of this interim assignment by signing below.

Sincerely,

[Manager Name/HR Representative Name]

[Title]

[Company Name]

Acknowledgment:

[Employee Signature]

[Date]