

[Date]

[Employee Name]

[Employee ID]

[Current Department]

Subject: Notification of Temporary Leadership Promotion and Transfer

Dear [Employee Name],

We are pleased to inform you that you have been selected for a temporary leadership promotion to the position of **[Temporary Job Title]** within the **[New Department/Branch]**.

This assignment is effective from **[Start Date]** and is expected to conclude on or around **[End Date]**. During this period, your primary responsibilities will include:

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

In recognition of this increased responsibility, your compensation will be adjusted to **[New Salary/Hourly Rate]** for the duration of this temporary assignment. Upon the conclusion of this transfer, you will return to your permanent position as **[Permanent Job Title]** at your previous rate of pay, unless otherwise notified in writing.

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

Please sign below to acknowledge your acceptance of these temporary terms.

Sincerely,

[Sender Name]

[Sender Title]

[Company Name]

Acknowledgment:

[Employee Signature]

[Date]