

[Your Name/Company Name]
[Address]
[City, State, Zip Code]
[Date]

[Recipient Name]
[Title]
[Organization Name]
[Address]
[City, State, Zip Code]

Subject: Interim Executive Rapid Deployment - [Interim Name/Role]

Dear [Recipient Name],

This letter confirms the rapid deployment of [Interim Executive Name] to serve as the Interim [Job Title] for [Organization Name], effective [Start Date].

1. Scope of Assignment:

The Interim Executive will be responsible for [Primary Responsibility 1], [Primary Responsibility 2], and overseeing the transition period until a permanent successor is appointed or the engagement concludes on [Expected End Date].

2. Reporting Structure:

The Interim Executive will report directly to [Supervisor Name/Board of Directors].

3. Compensation and Terms:

The agreed-upon rate for this engagement is \$[Amount] per [Day/Month]. Expenses related to travel and lodging will be reimbursed according to company policy.

4. Confidentiality:

The Interim Executive agrees to maintain strict confidentiality regarding all proprietary information and internal operations of [Organization Name].

5. Authority:

During this assignment, the Interim Executive is granted the authority to [List specific authorities, e.g., sign contracts up to \$X, manage department budgets, etc.].

We are confident that [Interim Executive Name] will provide the necessary leadership and stability during this transition.

Sincerely,

[Signature]
[Printed Name]
[Title]

Acknowledgment:

I accept the terms of this rapid deployment as outlined above.

[Interim Executive Signature]

Date: [Date]