

[Date]

[Employee Name]
[Employee ID]
[Current Department]

Subject: Offer for Interim Role of [Interim Job Title]

Dear [Employee Name],

We are pleased to formally offer you the interim position of [Interim Job Title] within the [Department Name] department. This appointment is effective from [Start Date] and 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 as follows:

- **Interim Stipend:** An additional [Amount] per [Month/Pay Period].
- **Total Compensation:** Your new gross salary during this period will be [Total Amount].

Please note that this is a temporary assignment. At the conclusion of this interim period, you will return to your substantive position as [Current Job Title] at your previous rate of pay, unless otherwise agreed in writing.

All other terms and conditions of your employment contract remain unchanged.

To accept this interim offer, please sign and return this letter by [Deadline Date].

Sincerely,

[Manager Name]
[Title]
[Company Name]

Acceptance:

I accept the interim role of [Interim Job Title] under the terms outlined above.

Signature: _____ Date: _____