

Interim Appointment Notification

Date: [Insert Date]

To: [Employee's Name]

Position: [Employee's Position]

Department: [Department Name]

Dear [Employee's Name],

We are pleased to inform you that you have been appointed as the Interim [New Position Title] effective from [Start Date] until [End Date]. This decision has been made in consideration of your exemplary performance and dedication to your work.

Your responsibilities in this interim position will include, but are not limited to:

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

During this interim period, your salary will be adjusted to [New Salary Amount] in recognition of your increased responsibilities.

We are confident that you will excel in this role and contribute significantly to [Company/Department Name]. Should you have any questions regarding this appointment, please feel free to reach out.

Congratulations once again!

Sincerely,

[Your Name]

[Your Position]

[Company Name]