

Interim Job Confirmation Letter

Date: [Insert Date]

To,

[Employee's Name]

[Employee's Address]

[City, State, ZIP Code]

Dear [Employee's Name],

We are pleased to inform you that you have been confirmed for the interim position of [Job Title] at [Company Name], effective from [Start Date]. This position is in accordance with our prior discussion and agreement.

Your responsibilities will include:

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

Your compensation during this interim assignment will be [Salary/Hourly Rate] and will be paid on a [weekly/monthly] basis.

Please sign and return a copy of this letter to indicate your acceptance of the interim position. We look forward to your contributions during this period.

Thank you.

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Company Address]

[City, State, ZIP Code]