

Interim Role Acknowledgment

Date: [Insert Date]

[Employee Name]

[Employee Address]

[City, State, Zip Code]

Dear [Employee Name],

We are pleased to inform you that you have been selected to assume the role of [Interim Role Title] effective [Start Date]. This interim position will be effective until [End Date] or until a permanent placement is made.

Your contributions to the team have been invaluable, and we are confident that you will excel in this interim role. The responsibilities of your position will include [Outline Responsibilities].

Please confirm your acceptance of this interim position by signing below:

Thank you for your commitment and dedication to our organization.

Sincerely,

[Your Name]

[Your Title]

[Your Company]

Employee Signature