

Interim Leadership Appointment Letter

Date: [Insert Date]

[Employee's Name]

[Employee's Address]

[City, State, Zip Code]

Dear [Employee's Name],

We are pleased to inform you that you have been appointed as the interim [Position Title] for [Department/Team Name], effective [Start Date]. This appointment is in response to [reason for interim appointment, e.g., the absence of the current leader, restructuring, etc.].

During your time in this role, you will be responsible for [briefly outline key responsibilities and expectations]. We are confident in your abilities to lead the team effectively and drive [specific goals or projects] during this transition period.

Your interim appointment will last until [end date or conditions for reassessment], at which time we will evaluate the leadership situation and determine the next steps.

Please feel free to reach out if you have any questions or need further information as you transition into this role.

Congratulations on your appointment!

Sincerely,

[Your Name]

[Your Position]

[Your Organization]

[Contact Information]