

Interim Role Development Offer

Dear [Recipient's Name],

We are pleased to offer you an interim role as [Interim Position Title] within [Department/Team Name] for the duration of [Time Period]. This offer is based on your demonstrated skills and commitment to our organization.

Your responsibilities will include:

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

Your compensation during this interim assignment will be [salary/benefits details]. We believe that this opportunity will not only contribute to the success of our team but also enhance your professional growth.

Please confirm your acceptance of this offer by [acceptance deadline]. We are excited about your contribution and look forward to your valuable insights in this role.

Thank you for your continued dedication to [Company Name]. If you have any questions, feel free to reach out.

Sincerely,

[Your Name]
[Your Position]
[Company Name]