

Interim Leadership Appointment

Date: [Insert Date]

[Recipient's Name]

[Recipient's Position]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

We are pleased to inform you that, effective [insert effective date], you have been appointed as the Interim [insert position title]. This decision has been made following [brief reason for appointment].

As the Interim [position title], your responsibilities will include:

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

This appointment will remain in effect until [insert end date or condition], at which point we will reassess the leadership situation.

Thank you for accepting this challenging role. We are confident in your abilities and look forward to your continued contributions.

Sincerely,

[Your Name]

[Your Position]

[Company/Organization Name]

[Contact Information]