Acting Appointment Letter

[Your Name]

[Your Address]

[City, State ZIP Code]

[Your Email Address]

[Date]

[Recipient Name]

[Recipient Address]

[City, State ZIP Code]

Dear [Recipient Name],

We are pleased to offer you an acting appointment as [position title] effective from [start date] until [end date or until a permanent replacement is hired]. Your appointment will be under the terms and conditions outlined in the [name of the company/organization] Employee Handbook.

Your responsibilities will include [list of primary job duties and responsibilities]. Your performance will be evaluated in accordance with the performance evaluation process of the company.

As an acting [position title], you will receive [hourly rate or annual salary]. You will also be eligible for [list of benefits or entitlements] during your tenure.

We appreciate your willingness to accept this appointment and we are confident that you will contribute to the success of our organization during your tenure.

Please indicate your acceptance of this offer by signing and returning a copy of this letter to us. If you have any questions, please do not hesitate to contact us.

Sincerely,

[Your Name]

[Your Title]

[Name of the company/organization]