

Temporary promotion announcement letter

Subject: Interim Appointment - [Employee Name] as Acting [Position Title]

Dear Team,

Due to [reason for temporary appointment - leave, resignation, etc.], I am pleased to announce that [Employee Name] will serve as Acting [Position Title], beginning [Start Date] through [End Date/until further notice].

[Employee Name] has been selected for this interim role based on [his/her/their] extensive knowledge of [relevant area], proven leadership capabilities, and deep understanding of our departmental operations. [He/She/They] will assume all responsibilities associated with the [Position Title] role during this period.

This appointment ensures continuity of operations and maintains our high standards of service delivery. [Employee Name] will have full authority to make decisions within the scope of this position and will report directly to [Supervisor Name].

Please extend your full cooperation and support to [Employee Name] during this transition. Any questions regarding ongoing projects or departmental matters should be directed to [him/her/them]. We will keep you informed of any developments regarding the permanent appointment to this position.

Thank you for your understanding and cooperation.

Best regards,

[Your Name]

[Your Title]

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