

Temporary appointment letter for staff replacement

Subject: Temporary Appointment for Staff Replacement

Dear [Employee Name],

We are assigning you temporarily as [Job Title] in place of [Permanent Employee Name] who is on leave from [Start Date] to [End Date]. This temporary appointment will conclude on [End Date] unless further notice is provided.

Your responsibilities remain the same as those of the regular position holder. Please report to [Supervisor Name] at the start of your assignment.

Regards,

[Authorized Signatory Name]

[Designation]

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