

Formal Acting Appointment Letter

Subject: Appointment as Acting [Position Title]

Dear [Employee Name],

We are pleased to inform you that you have been appointed as the Acting [Position Title] with effect from [Start Date] until [End Date] or until further notice. This appointment is in recognition of your exceptional skills and capability to manage the responsibilities of this role temporarily.

Please ensure that you undertake all duties and responsibilities associated with this position diligently and report directly to [Supervisor/Department Head]. Your performance will be closely monitored, and appropriate feedback will be provided periodically.

We wish you every success in your new temporary role.

Sincerely,

[Sender Name]

[Position]

[Organization]

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