

Casual Acting Appointment Email

Subject: Temporary Acting Role Assignment

Hi [Employee Name],

Great news! Starting from [Start Date], you'll be stepping in as the Acting [Position Title]. This is a temporary role while [Current Holder] is away.

We know you'll handle this responsibility with your usual professionalism. Reach out if you need any guidance during this period.

Cheers,

[Sender Name]

Get more templates here: <https://www.lettersandtemplates.com/letters/acting-appointment-letter>