

Provisional Announcement for Interim Manager

Subject: Interim Manager Appointment

Dear Team,

We would like to inform you that [Interim Manager's Name] will temporarily assume the role of manager for the [Department/Team] effective [Start Date]. This arrangement will remain in place until a permanent manager is appointed.

[Interim Manager's Name] has extensive experience within our organization and will ensure smooth operations during this transition period. Please extend your cooperation and support.

Thank you,

[Your Name]

[Position]

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