Date

Dear Name,

We are pleased to offer you the position of Interim (position title) while a search is being conducted for a permanent replacement. During this interim, your duties will include (describe additional duties here) . This interim assignment will begin on (begin date) and end when a permanent replacement is hired, or (end date) whichever occurs first. For these additional duties, you will be compensated an additional

$(amount) per (month/hour), making your total (interim type) rate $ (new rate).

Acceptance of this Interim role does not alter the at-will nature of your employment relationship with the University of Houston. Beginning (Day After End Date), your salary will revert to your regular rate of $ (old pay rate) plus any state-mandated or merit increases to which you are entitled.

If you accept this assignment please sign and date this letter in the space provided below. Sincerely,

Hiring Manager

I accept the above assignment and terms.

Name Date