

Date

Dear Employee

We are pleased to offer you the position of Interim 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 Choose one, making your total Choose one 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 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,

Dean, Director or Manager

I accept the above assignment and terms.

Insert name here

Date