

Temporary Task Assignment Letter

Date: [Insert Date]

To: [Employee's Name]

From: [Your Name]

Subject: Temporary Assignment for Cross-Department Collaboration

Dear [Employee's Name],

We are pleased to inform you that you have been selected for a temporary assignment to work on the [specific project name or task] in collaboration with the [other department's name]. This assignment will run from [start date] to [end date].

Your expertise in [relevant skills or areas] will be invaluable to achieving our project goals. You will be working closely with [names of individuals or team in the other department] to enhance communication and drive productivity between our departments.

During this period, please ensure to [any specific instructions or expectations]. Regular updates and reports will be required to assess the progress of the collaboration.

If you have any questions or need further clarification, please do not hesitate to reach out to me directly.

Thank you for your willingness to support this initiative. We are confident that this collaboration will lead to great outcomes.

Best regards,

[Your Name]

[Your Job Title]

[Your Department]

[Contact Information]