

Temporary Task Assignment Letter

Date: [Insert Date]

To: [Employee's Name]

From: [Your Name]

Subject: Temporary Task Assignment for Employee Cover

Dear [Employee's Name],

I hope this message finds you well. I am writing to inform you that you have been assigned a temporary task to cover for [Employee's Name/Position] during their absence from [start date] to [end date].

Your responsibilities during this period will include:

- [Task 1]
- [Task 2]
- [Task 3]

Please coordinate with [Relevant Person/Department] for any assistance you may need. Your contribution is crucial to ensure a smooth transition during this time.

Thank you for your understanding and help in this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]