

Temporary Task Assignment for Maternity Leave Coverage

Date: [Insert Date]

To: [Employee's Name]

From: [Your Name]

Subject: Temporary Task Assignment during Maternity Leave

Dear [Employee's Name],

As you prepare for your maternity leave starting on [Start Date], we want to ensure a smooth transition of your responsibilities. During your absence, we are assigning [Temporary Employee's Name] to cover your tasks and responsibilities.

The following duties will be assigned:

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

[Temporary Employee's Name] will be your point of contact for any questions or guidance. We appreciate your assistance in providing them with the necessary information and resources to ensure continuity in the department.

We wish you all the best during your maternity leave and look forward to your return on [Return Date].

Best regards,

[Your Name]

[Your Position]

[Company Name]