

Temporary Task Assignment Letter

Date: [Insert Date]

To: [Recipient's Name]

Position: [Recipient's Position]

Department: [Department Name]

From: [Your Name]

Position: [Your Position]

Department: [Your Department]

Dear [Recipient's Name],

I am writing to formally assign you a temporary task related to project support for [Project Name]. This task will commence on [Start Date] and continue until [End Date].

Your responsibilities will include:

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

Please report any challenges you may encounter during this period, and do not hesitate to reach out for assistance or clarification.

Thank you for your dedication and support on this project.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]