Temporary Task Assignment

Date: [Insert Date]

[Employee Name]

[Employee Address]

[City, State, Zip Code]

Dear [Employee Name],

We are pleased to inform you that you have been selected for a temporary task assignment for seasonal work during [insert seasonal period, e.g., "the holiday season"]. Your assignment will commence on [start date] and will conclude on [end date].

Your primary responsibilities during this period will include:

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

Please report to [location] at [time] on your first day of work. If you have any questions or need further assistance, feel free to reach out to [Contact Person] at [Contact Information].

We are excited to have you on board for this seasonal assignment and look forward to your contributions during this busy period.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Address]

[City, State, Zip Code]