

Temporary Task Assignment for Skill Development

Date: [Insert Date]

To: [Employee's Name]

Department: [Employee's Department]

From: [Your Name]

Position: [Your Position]

Subject: Temporary Task Assignment

Dear [Employee's Name],

As part of our ongoing commitment to employee development, we are pleased to temporarily assign you a new task to enhance your skills and experience.

Effective [Start Date], you will be responsible for [Briefly Describe Task]. This assignment will last until [End Date], at which point you will return to your current responsibilities.

This opportunity is designed to help you develop [Mention Specific Skills or Competencies], which we believe will be beneficial for your career growth within the company.

Please let us know if you have any questions or need any further information.

Best regards,

[Your Name]

[Your Position]

[Your Contact Information]