

Temporary Task Assignment

Date: [Insert Date]

To: [Employee's Name]

From: [Manager's Name]

Subject: Temporary Task Assignment for [Project Name]

Dear [Employee's Name],

We are pleased to inform you that you have been selected to assist with [Project Name], effective [Start Date] through [End Date]. Your expertise and experience will be invaluable to the success of this project.

Your specific responsibilities will include:

- [Responsibility 1]
- [Responsibility 2]
- [Responsibility 3]

Please coordinate with [Team/Contact Person] to ensure seamless communication and collaboration throughout the project duration.

We appreciate your willingness to take on this additional responsibility and contribute to the success of [Project Name].

Thank you for your commitment to excellence.

Sincerely,

[Manager's Name]

[Manager's Position]

[Company Name]