

# Temporary Task Assignment for Training Purposes

Date: [Insert Date]

To: [Employee's Name]

[Employee's Job Title]

[Company Name]

[Company Address]

Dear [Employee's Name],

We are pleased to inform you that you have been selected for a temporary task assignment for training purposes. This assignment will help you gain valuable experience and skills that align with your career development goals.

## Details of the Assignment:

- **Task:** [Insert Task Description]
- **Duration:** [Insert Start Date] to [Insert End Date]
- **Reporting To:** [Supervisor's Name & Title]
- **Location:** [Task Location]

Please confirm your acceptance of this temporary assignment by [Insert Response Deadline]. We believe this experience will be beneficial for your growth within the company.

Best regards,

[Your Name]

[Your Job Title]

[Company Name]

[Company Contact Information]