

# Temporary Task Assignment Letter

Date: [Insert Date]

To: [Employee's Name]

Position: [Employee's Position]

Department: [Employee's Department]

Dear [Employee's Name],

Due to urgent needs within our team, we are assigning you a temporary task. This task will involve [briefly describe the nature of the task], which is crucial for [state the purpose of the task, e.g., project completion, meeting a deadline].

Your new responsibilities will include:

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

The expected start date for this assignment is [Insert Start Date], and it is anticipated to last until [Insert End Date]. Your regular duties will be managed by [Name of the person covering duties, if applicable], so you can fully dedicate your efforts to this task.

Please confirm your acceptance of this temporary assignment by [insert response deadline]. If you have any questions or concerns, do not hesitate to reach out.

Thank you for your understanding and cooperation.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]