

Temporary Task Assignment

Date: [Insert Date]

To: [Employee Name]

From: [Manager's Name]

Subject: Temporary Task Assignment for Workload Management

Dear [Employee Name],

In light of the current workload and to ensure the team meets its deadlines effectively, I am assigning you a temporary task for the duration of [insert time period]. Your primary responsibility will be [describe the task or project].

This assignment is intended to help distribute the workload more evenly among the team during this busy period. You are expected to allocate approximately [insert hours per week] to this task alongside your regular duties.

Please report any challenges or additional support you may need as you take on this responsibility. Your contributions are greatly valued, and I appreciate your flexibility during this time.

Thank you for your understanding and cooperation.

Best regards,

[Manager's Name]

[Manager's Title]

[Company Name]