

Acceptance of Temporary Job Assignment

Date: [Insert Date]

To,

[Supervisor's Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Supervisor's Name],

I am writing to formally accept the temporary job assignment for the position of [Job Title] in the [Department Name] department, starting from [Start Date] to [End Date].

I appreciate the opportunity to contribute to the team and look forward to working with everyone at [Company Name]. Please let me know if there are any forms or paperwork you need me to complete prior to my start date.

Thank you for this opportunity.

Sincerely,

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Phone Number]

[Your Email Address]