

Temporary Job Assignment Project Outline

Date: [Insert Date]

To: [Employee Name]

From: [Manager/Supervisor Name]

Subject: Temporary Job Assignment Outline

1. Introduction

This letter serves to outline the details of your temporary job assignment.

2. Assignment Details

Position: [Temporary Position Title]

Department: [Department Name]

Start Date: [Start Date]

End Date: [End Date]

3. Responsibilities

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

4. Reporting Structure

You will report directly to [Supervisor's Name/Title].

5. Compensation

Your compensation for this assignment will be [Salary/Hourly Rate].

6. Conclusion

If you have any questions regarding this assignment, please feel free to reach out.

Best regards,

[Manager/Supervisor Name]

[Title]

[Company Name]