

# Temporary Job Assignment Role Clarification

Date: [Insert Date]

To: [Employee's Name]

From: [Manager's Name]

Subject: Temporary Job Assignment Role Clarification

Dear [Employee's Name],

As discussed, this letter serves to clarify the details of your temporary job assignment as [Position Title] effective from [Start Date] to [End Date]. During this period, your primary responsibilities will include:

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

Your reporting structure will remain unchanged, and you will report directly to [Supervisor's Name]. Please note that this assignment does not alter your current employment status or benefits.

If you have any questions or require further clarification, feel free to reach out.

Thank you for your flexibility and willingness to take on this temporary role.

Sincerely,

[Manager's Name]

[Manager's Title]

[Company Name]