

Temporary Job Assignment Transition Notice

Date: [Insert Date]

To: [Employee's Name]

From: [Your Name]

Subject: Temporary Job Assignment Transition

Dear [Employee's Name],

I am writing to formally notify you of a temporary job assignment transition that will take effect on [Start Date]. You have been selected to assist in [Brief Description of the Project/Role] during this period.

Your temporary assignment will be for a duration of [number of weeks/months] and is expected to conclude on [End Date]. During this time, you will be reporting to [Supervisor's Name] and are required to complete the following tasks:

- [Task 1]
- [Task 2]
- [Task 3]

We believe that this temporary assignment will provide you with valuable experience and contribute to your professional development.

If you have any questions or require further clarification, please do not hesitate to reach out to me directly.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Contact Information]