

Temporary Assignment Offer

Date: [Insert Date]

To: [Employee Name]

[Employee Address]

Dear [Employee Name],

We are pleased to offer you a temporary assignment as [Job Title] at [Company/Organization Name]. Your assignment will begin on [Start Date] and conclude on [End Date]. In this role, you will report directly to [Supervisor's Name].

Job Responsibilities:

- Responsibility 1: [Detailed description]
- Responsibility 2: [Detailed description]
- Responsibility 3: [Detailed description]
- Responsibility 4: [Detailed description]
- Responsibility 5: [Detailed description]

We believe your skills and experience will make a significant contribution to our team during this period. Please confirm your acceptance of this temporary assignment by signing and returning a copy of this letter by [Response Deadline].

We look forward to your positive response.

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Contact Information]