

# Temporary Assignment Offer Letter

Date: [Date]

[Employee's Name]  
[Employee's Address]  
[City, State, Zip Code]

Dear [Employee's Name],

We are pleased to offer you a temporary assignment as [Job Title] within the [Department/Team Name] at [Company Name], effective from [Start Date] to [End Date]. This role is designed to enhance your experience and contribute to our goals during this period.

Your temporary assignment will include the following responsibilities:

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

During this assignment, you will report directly to [Supervisor's Name] and will be compensated at a rate of [Compensation Details]. All other employment benefits will remain unchanged during the duration of your assignment.

Please confirm your acceptance of this temporary assignment by signing and returning this letter by [Response Date]. We look forward to your contributions during this period.

Best regards,

[Your Name]  
[Your Job Title]  
[Company Name]  
[Contact Information]

Employee Signature: \_\_\_\_\_

Date: \_\_\_\_\_