

Temporary Assignment Offer Letter

Date: [Insert Date]

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

Dear [Employee's Name],

We are pleased to offer you a temporary assignment in the role of [Position Title] at [Location/City] for a period of [insert duration] starting from [start date] to [end date].

As per our discussions, we are also happy to provide you with relocation assistance to help facilitate your move. This package includes:

- Reimbursement of moving expenses up to \$[amount]
- Temporary housing allowance of \$[amount]/month for [number of months]
- Assistance with finding local resources and services

Please confirm your acceptance of this temporary assignment and the relocation assistance by signing and returning this letter by [acceptance deadline]. If you have any questions or need further clarification, feel free to reach out.

We look forward to your positive response and are excited about your contribution during this temporary assignment.

Sincerely,

[Your Name]
[Your Job Title]
[Company Name]
[Company Address]
[City, State, Zip Code]
[Your Contact Information]

Employee Acceptance:

I, [Employee's Name], hereby accept the temporary assignment under the terms outlined above.

Signature: _____

Date: _____