

Interim Assignment Approval

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Company]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally approve your interim assignment as [Position/Title] for the period of [Start Date] to [End Date]. During this time, you will be responsible for [brief description of responsibilities].

This assignment is crucial for the continued success of our team, and I have full confidence in your capabilities to excel in this role.

Please let me know if you have any questions or require further clarification regarding your responsibilities.

Best regards,

[Your Name]

[Your Position]

[Your Contact Information]