

Temporary Position Validation Letter

Date: [Insert Date]

[Your Name]

[Your Job Title]

[Your Company]

[Company Address]

[City, State, Zip Code]

To Whom It May Concern,

I am writing to confirm that [Employee's Name] has been temporarily appointed to the position of [Temporary Position Title] within [Department/Team Name]. This temporary appointment is effective from [Start Date] to [End Date].

During this time, [Employee's Name] will be responsible for [Brief Description of Responsibilities]. We believe that [he/she/they] will be an asset in this role and contribute positively to our team.

If you have any questions or require further information, please feel free to contact me at [Your Phone Number] or [Your Email Address].

Sincerely,

[Your Name]

[Your Job Title]

[Your Company]