

# Task Assignment Letter

Date: [Insert Date]

To: [Case Manager's Name]

From: [Supervisor's Name]

Subject: Task Assignment - [Client's Name or Case Number]

Dear [Case Manager's Name],

I am writing to assign you a new task regarding our client, [Client's Name], who is currently enrolled in our case management program. The details of the assignment are as follows:

## Client Information

- Name: [Client's Name]
- Case Number: [Case Number]
- Date of Birth: [DOB]
- Current Status: [Status]

## Task Description

Please conduct an assessment to determine the client's current needs and develop a tailored plan to address those needs. Ensure that you focus on the following areas:

1. Housing stability
2. Employment opportunities
3. Health and wellness
4. Social support networks

## Deadline

The assessment and initial plan should be completed by [Insert Deadline Date]. Please schedule a follow-up meeting with me to review your findings.

## Resources

Feel free to utilize the following resources that may assist you in your assessment:

- [Resource 1]
- [Resource 2]

- [Resource 3]

If you have any questions or require further information, please do not hesitate to contact me.

Thank you for your dedication and hard work.

Sincerely,

[Supervisor's Name]

[Supervisor's Title]

[Agency Name]

[Contact Information]