

Temporary Role Assignment Notification

Date: [Insert Date]

To: [Employee Name]

From: [Your Name]

Subject: Temporary Role Assignment for Cross-Functional Collaboration

Dear [Employee Name],

We are pleased to inform you that you have been selected for a temporary role assignment in the [Department/Team Name] from [Start Date] to [End Date]. This assignment aims to enhance cross-functional collaboration on the [Project or Initiative Name].

During this period, you will be responsible for [Briefly describe responsibilities and expectations]. Your contributions will be vital in ensuring the success of our collaborative efforts.

We believe that this opportunity will not only benefit the project but also provide you with valuable experience and skills. Please do not hesitate to reach out if you have any questions or require further information.

Thank you for your cooperation and commitment to our team's success.

Sincerely,

[Your Name]

[Your Position]

[Company Name]