

Temporary Role Assignment Letter

Date: [Insert Date]

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

Dear [Employee's Name],

We are writing to inform you about a temporary role assignment due to [Employee on leave's Name]'s upcoming vacation from [Start Date] to [End Date]. During this period, you will be assuming the responsibilities associated with the position of [Temporary Role Title].

Your primary responsibilities will include:

- [Responsibility 1]
- [Responsibility 2]
- [Responsibility 3]

This temporary role assignment will commence on [Start Date] and will conclude on [End Date]. Your current salary and benefits will remain unchanged during this time.

We appreciate your willingness to step in and help during this period. Should you have any questions or need assistance, please do not hesitate to reach out.

Thank you for your cooperation.

Sincerely,
[Your Name]
[Your Position]
[Company Name]
[Contact Information]