

Temporary Role Assignment Notification

Date: [Insert Date]

To: [Employee Name]

From: [Your Name]

Subject: Temporary Role Assignment for Interim Leadership Transition

Dear [Employee Name],

I am writing to officially inform you of your temporary role assignment as [Interim Position Title] effective from [Start Date] to [End Date]. This decision has been made in light of [reason for interim leadership transition, e.g., unexpected leave, promotion of previous leader, etc.].

During this period, you will be responsible for the following key duties and responsibilities:

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

Your contribution in this role is vital to ensure continuity and stability within the team/department. We trust that you will embrace this challenge and lead effectively during this transition.

Please reach out if you have any questions or need further clarification regarding this assignment.

Thank you for your commitment and flexibility.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]