

Temporary Role Assignment for Project Support

Date: [Insert Date]

To: [Employee's Name]

Position: [Employee's Position]

Department: [Department Name]

Dear [Employee's Name],

We are pleased to inform you that due to the urgent need for project support, you are being temporarily assigned to the role of [Temporary Role Title] for the duration of [Duration, e.g., three months], starting from [Start Date].

In this capacity, you will be responsible for the following tasks:

- [Task 1]
- [Task 2]
- [Task 3]

We believe your skills and experiences will greatly contribute to the success of this project. Your manager will provide you with further details regarding your responsibilities and objectives.

Please confirm your acceptance of this temporary role assignment by [Response Deadline]. Should you have any questions, feel free to reach out.

Thank you for your cooperation and dedication.

Sincerely,

[Your Name]

[Your Position]

[Company Name]