

Temporary Role Assignment Letter

Date: [Insert Date]

To: [Employee Name]

From: [Your Name]

Subject: Temporary Role Assignment for Seasonal Workload Increase

Dear [Employee Name],

We would like to inform you that due to an expected increase in workload during the upcoming seasonal period, you have been temporarily assigned to the role of [Temporary Role Title] effective from [Start Date] to [End Date]. This decision has been made to ensure that our operations continue to run smoothly during this busy time.

Your primary responsibilities in this temporary role will include:

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

As compensation for this temporary assignment, your hourly rate will be adjusted to [New Rate] during this period.

Please acknowledge your acceptance of this assignment by signing and returning a copy of this letter by [Return Date].

We appreciate your willingness to take on this additional responsibility and look forward to your contributions during this peak season.

Best regards,

[Your Name]

[Your Position]

[Your Company]