

Temporary Role Assignment for Skills Enhancement

Date: [Insert Date]

[Employee's Name]

[Employee's Address]

Dear [Employee's Name],

We are pleased to inform you that you have been selected for a temporary role assignment as [New Role Title] in the [Department/Team Name] effective from [Start Date] to [End Date]. This initiative aims to enhance your skills and provide you with valuable experience in [describe specific skills or areas].

During this period, you will report to [Supervisor's Name] and be responsible for [briefly outline key responsibilities]. This opportunity will enable you to acquire new competencies and contribute to the team's success.

We believe that this role will not only benefit your professional development but also support our overall organizational goals. Please feel free to discuss any questions or concerns you may have regarding this assignment.

We look forward to seeing your growth and contributions in your new temporary role.

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Contact Information]