

# Temporary Role Assignment Letter

Date: [Insert Date]

To: [Employee's Name]  
[Employee's Position]  
[Company Name]

Dear [Employee's Name],

We are pleased to inform you that you have been selected for a temporary role assignment to participate in the [Project Name] special project. This project is scheduled to run from [Start Date] to [End Date]. Your expertise in [relevant skills/experience] makes you an ideal candidate for this assignment.

During this period, you will be responsible for [brief description of responsibilities]. You will report directly to [Supervisor's Name], who will provide guidance and support throughout the project.

We appreciate your flexibility and willingness to contribute to this important initiative. Please confirm your acceptance of this temporary role by [confirmation deadline].

Thank you for your commitment and dedication.

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