

Temporary Role Assignment for Training and Development

Date: [Date]

To: [Employee Name]

From: [Manager's Name]

Subject: Temporary Role Assignment

Dear [Employee Name],

We are pleased to inform you that, as part of our ongoing commitment to training and development, you have been selected for a temporary role assignment as [Temporary Role Title]. This assignment will begin on [Start Date] and will continue until [End Date].

The purpose of this temporary assignment is to enhance your skills in [specific skills or areas], as well as to give you the opportunity to experience different facets of our organization.

Your primary responsibilities during this period will include:

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

During this time, you will report directly to [Supervisor's Name], who will provide guidance and support.

We believe this opportunity will significantly contribute to your professional growth. Please feel free to reach out if you have any questions or require further clarification.

Thank you for your continued dedication and hard work.

Sincerely,

[Manager's Name]

[Manager's Title]

[Company Name]

[Contact Information]