

Temporary Role Assignment

Date: [Insert Date]

To: [Employee's Name]

From: [Your Name]

Subject: Temporary Role Assignment Due to Absenteeism

Dear [Employee's Name],

Due to the unexpected absenteeism of [Absent Employee's Name], we are temporarily assigning you the role of [Temporary Role Title] effective from [Start Date] until [End Date].

Your responsibilities will include:

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

Please ensure to manage these responsibilities diligently during this period. Should you require any assistance or resources, do not hesitate to reach out.

Thank you for your flexibility and support during this time.

Sincerely,

[Your Signature]

[Your Position]

[Your Contact Information]