

Request for Temporary Assignment

Date: [Insert Date]

To: [Recipient's Name]

Title: [Recipient's Title]

Company: [Recipient's Company]

Address: [Recipient's Address]

Dear [Recipient's Name],

I am writing to formally request your approval for a temporary assignment as Chief Financial Officer. Due to [briefly explain reason such as maternity leave, unforeseen circumstances, etc.], I believe it is essential to ensure continuity in our financial leadership during this period.

As an experienced professional with a strong background in finance and management, I am confident that I can fulfill the responsibilities required in this role, including [list a few key responsibilities such as budget management, financial reporting, and strategic planning].

I propose the temporary assignment to begin on [start date] and conclude on [end date]. I assure you that I will maintain regular communication with the executive team and provide updates on our financial status.

Thank you for considering my request. I look forward to your favorable response.

Best regards,

[Your Name]

[Your Title]

[Your Company]

[Your Contact Information]