

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Company/Organization Name]

[Recipient's Address]

[City, State, Zip Code]

Subject: Temporary Assignment Transfer

Dear [Recipient's Name],

I am writing to formally request a temporary transfer of my current assignments due to [brief reason, e.g., "personal circumstances"], effective from [start date] to [end date].

During this period, I will ensure that all tasks are handed over to a suitable colleague, and I am happy to assist with the transition to ensure a smooth process.

Thank you for considering my request. I look forward to your understanding and support.

Sincerely,

[Your Name]

[Your Position]