

Date: [Insert Date]

To: [Employee Name]

From: [Manager/Supervisor Name]

Subject: Interim Position Assignment

Dear [Employee Name],

I hope this message finds you well. I am writing to inform you of an interim position assignment that you will be assuming effective [Start Date]. Due to [Reason for Assignment], we have decided to assign you the role of [Interim Position Title].

Your responsibilities in this position will include:

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

This interim assignment will last until [End Date or Condition for Reassessment]. Please note that your current salary and benefits will remain unchanged during this period.

We appreciate your flexibility and commitment during this time. Should you have any questions or concerns regarding this assignment, please do not hesitate to reach out.

Thank you for your continued hard work and dedication.

Sincerely,

[Manager/Supervisor Name]

[Manager/Supervisor Title]

[Company Name]

[Contact Information]