

Project-Based Temporary Assignment Directive

Date: [Insert Date]

To: [Employee's Name]

From: [Supervisor's Name]

Subject: Temporary Assignment to [Project Name]

Dear [Employee's Name],

We are pleased to inform you that you have been selected for a temporary assignment to [Project Name] within the [Department/Team Name]. This assignment will commence on [Start Date] and is expected to conclude on [End Date].

Your role during this assignment will include, but is not limited to, the following responsibilities:

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

All terms and conditions of your employment remain unchanged, and you will continue to receive your regular compensation and benefits during this period.

Please confirm your acceptance of this temporary assignment by [Response Deadline]. Should you have any questions, feel free to reach out to me directly.

Thank you for your continued dedication and support.

Sincerely,

[Supervisor's Name]

[Supervisor's Title]

[Company Name]

[Contact Information]