

Provisional Assignment Notification

Date: [Insert Date]

To: [Staff Member's Name]

Position: [Staff Member's Position]

Department: [Department Name]

Dear [Staff Member's Name],

We are writing to inform you of your provisional assignment to [Project/Team Name] effective from [Start Date]. This assignment is expected to last until [End Date or Duration].

Your primary responsibilities during this assignment will include:

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

Please note that this is a provisional assignment and is subject to review depending on [any specific conditions or evaluations]. We appreciate your flexibility and willingness to contribute in various capacities within our organization.

If you have any questions or require further information, please do not hesitate to reach out.

Thank you for your commitment to our team.

Sincerely,

[Your Name]

[Your Position]

[Organization Name]

[Contact Information]