

Temporary Assignment Notice

Date: [Insert Date]

To: [Employee's Name]

Position: [Employee's Current Position]

Dear [Employee's Name],

We are writing to inform you that you have been selected for a temporary assignment to [New Position/Location] starting from [Start Date] to [End Date]. This assignment is a result of [Reason for Assignment].

During this period, your responsibilities will include:

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

Please confirm your acceptance of this temporary assignment by [Confirmation Deadline]. If you have any questions, feel free to reach out to [Contact Person/Department].

Thank you for your continued dedication and hard work.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]