

# Temporary Role Assignment Update

Date: [Insert Date]

To: [Employee's Name]

From: [Your Name]

Subject: Temporary Role Assignment Update

Dear [Employee's Name],

We would like to inform you that, effective [start date], you will be temporarily assigned to the role of [temporary role title] due to [reason for temporary assignment]. This assignment is expected to last until [end date or 'further notice'].

Your responsibilities in this role will include:

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

Please reach out to [Supervisor's Name] if you have any questions or need further information regarding this temporary assignment.

Thank you for your flexibility and support during this time.

Best regards,

[Your Name]

[Your Position]

[Your Contact Information]