

Notification of Temporary Job Request

Date: [Date]

To: [Recipient's Name]

From: [Your Name]

Subject: Temporary Job Request Notification

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request your consideration for a temporary job position at [Company/Organization Name] due to [brief reason for the request, e.g., increased workload, special project].

The duration of the temporary position would be from [start date] to [end date], and I believe that my skills in [mention relevant skills or experience] will be beneficial to the team during this time.

Thank you for considering my request. I am looking forward to your positive response.

Best regards,

[Your Name]

[Your Job Title]

[Your Contact Information]