

Acceptance of Temporary Work Assignment

Date: [Insert Date]

To:

[Supervisor's Name]

[Company Name]

[Company Address]

Dear [Supervisor's Name],

I am writing to formally accept the temporary work assignment as [Job Title] at [Location/Department] as discussed in our recent conversation. I appreciate the opportunity to contribute to the team and am looking forward to bringing my skills to this role.

As per our discussion, I am aware that the assignment will commence on [Start Date] and will continue until [End Date]. I confirm my availability and commitment to fulfill the responsibilities assigned to me during this period.

Thank you for this opportunity. Please let me know if there are any further steps I should take before my start date.

Sincerely,

[Your Name]

[Your Job Title]

[Your Contact Information]