

# Interim Job Assignment Communication

Date: [Insert Date]

To: [Employee Name]

From: [Manager's Name]

Subject: Interim Job Assignment

Dear [Employee Name],

We are writing to inform you that you have been selected for an interim job assignment as [New Position Title] effective [Effective Date]. This decision was made in light of [reason for the interim assignment, e.g., temporary vacancy, project requirement, etc.].

Your responsibilities in this role will include:

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

This interim assignment is expected to last until [Projected End Date] or until further notice. Please note that your current compensation and benefits will remain unchanged during this period.

If you have any questions or concerns regarding this interim assignment, please feel free to reach out to me directly.

Thank you for your continued dedication and hard work.

Sincerely,

[Manager's Name]

[Manager's Title]

[Company Name]

[Contact Information]