

Notice of Temporary Job Assignment

Date: [Insert Date]

To: [Employee's Name]

From: [Supervisor's Name]

Subject: Temporary Job Assignment Notice

Dear [Employee's Name],

This letter is to formally notify you of a temporary job assignment that will take place from [Start Date] to [End Date]. During this period, you will be assigned to [New Position/Department] in order to [reason for assignment].

Your new responsibilities will include:

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

This assignment is in line with your skills and capabilities, and we believe it will be a beneficial experience for your professional development.

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

Thank you for your understanding and cooperation.

Sincerely,

[Supervisor's Name]

[Title]

[Company Name]