

Notice of Temporary Work Assignment

Date: [Insert Date]

To: [Employee Name]

Department: [Employee Department]

Dear [Employee Name],

This letter serves as a formal notice of your temporary work assignment. You are assigned to [New Work Location/Department] effective from [Start Date] to [End Date].

During this period, you will be responsible for [Brief Description of Responsibilities]. Please report to [Supervisor/Manager Name] at [Reporting Location] on your first day.

If you have any questions or concerns regarding this assignment, please do not hesitate to contact me.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Title]

[Your Company]