

Provisional Job Assignment Announcement

Date: [Insert Date]

To: [Employee's Name]

From: [Your Name]

Subject: Provisional Job Assignment

Dear [Employee's Name],

We are pleased to inform you of your provisional job assignment as [Job Title] in the [Department Name]. This assignment will be effective from [Start Date] and will continue until [End Date] or until a permanent assignment is made.

Your responsibilities will include, but are not limited to:

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

Please confirm your acceptance of this provisional assignment by [Response Date]. If you have any questions, feel free to reach out to me directly.

We appreciate your flexibility and willingness to take on this new role.

Best regards,

[Your Name]

[Your Job Title]

[Your Contact Information]