

Temporary Employment Assignment Notice

Date: [Insert Date]

To: [Employee's Name]

From: [Manager's Name]

Subject: Temporary Employment Assignment Notice

Dear [Employee's Name],

This letter serves as a formal notice regarding your temporary employment assignment effective from [Start Date] to [End Date]. During this period, you will be assigned to [Department/Project Name] and will report directly to [Supervisor's Name].

Your responsibilities will include:

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

Please note that your compensation during this assignment will be [Salary/Hourly Rate] and any benefits applicable will be outlined in your employee handbook.

If you have any questions or concerns, feel free to reach out to me directly.

We appreciate your dedication and are confident in your abilities to excel in this temporary role.

Sincerely,

[Your Name]

[Your Title]

[Company Name]