

Temporary Job Assignment Notification

Date: [Insert Date]

To: [Employee's Name]

From: [Manager's Name]

Subject: Temporary Job Assignment Notification

Dear [Employee's Name],

We are pleased to inform you that you have been assigned to a temporary job assignment as [Job Title/Position] in [Department/Team] effective from [Start Date] to [End Date]. This assignment is part of our efforts to [brief explanation of the reason for the assignment, e.g., cover for a staff member, project needs, etc.].

Your responsibilities during this period will include:

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

We believe that this assignment will provide you with valuable experience and opportunities for growth. Please feel free to reach out if you have any questions or need further clarification.

We appreciate your cooperation and flexibility during this time.

Best regards,

[Manager's Name]

[Manager's Title]

[Company Name]

[Contact Information]