

# Temporary Position Assignment Letter

Date: [Insert Date]

[Employee's Name]

[Employee's Address]

[City, State, Zip Code]

Dear [Employee's Name],

We are pleased to inform you that you have been temporarily assigned to the position of [Temporary Position Title] effective from [Start Date] to [End Date]. This assignment is due to [reason for temporary assignment, e.g., a leave of absence, project requirement, etc.].

Your responsibilities in this position will include [list key responsibilities]. You will report directly to [Supervisor's Name] during this assignment.

During this period, you will receive a temporary salary adjustment to [State the new salary, if applicable]. Please be aware that this position is temporary and will revert to your original position upon the conclusion of this assignment.

Should you have any questions or require further clarification, please do not hesitate to reach out to me.

We appreciate your flexibility and commitment to the organization during this time.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Company Address]

[City, State, Zip Code]