

Temporary Role Assignment Notification

Date: [Insert Date]

To: [Employee Name]

From: [Your Name]

Subject: Temporary Role Assignment

Dear [Employee Name],

We are writing to inform you of your temporary assignment to the role of [Temporary Role] effective from [Start Date] to [End Date]. This assignment is due to [Reason for Temporary Assignment].

During this period, you will be responsible for the following tasks:

- [Task 1]
- [Task 2]
- [Task 3]

Your current position as [Current Position] will be on hold during this assignment, and your reporting structure will remain the same. Please feel free to reach out if you have any questions or need further clarification.

Thank you for your understanding and cooperation.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]