

Temporary Assignment Offer

Date: [Insert Date]

To: [Employee's Name]

[Employee's Address]

Dear [Employee's Name],

We are pleased to offer you a temporary assignment with [Company Name] as [Job Title] starting from [Start Date] to [End Date]. This assignment will be based at [Location].

Your responsibilities will include:

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

The compensation for this temporary position will be [Salary/Hourly Rate], payable [biweekly/monthly]. Please note that this assignment does not imply any permanent change to your employment status.

We believe you will make significant contributions during this temporary assignment and look forward to your acceptance. Please confirm your acceptance of this offer by signing and returning this letter by [Response Deadline].

If you have any questions, feel free to contact me at [Your Phone Number] or [Your Email].

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Company Address]