

Notification of Special Assignment Considerations

Date: [Insert Date]

To: [Employee's Name]

Position: [Employee's Position]

Department: [Employee's Department]

Dear [Employee's Name],

We are writing to inform you about a special assignment that requires your attention. After careful consideration of your skills and experience, we believe you are well-suited for this task.

The details of the assignment are as follows:

- **Assignment Title:** [Title]
- **Duration:** [Start Date] to [End Date]
- **Location:** [Location]
- **Responsibilities:** [Brief Overview of Responsibilities]

Please confirm your acceptance of this assignment by [Response Deadline]. If you have any questions or concerns, feel free to reach out.

Thank you for your attention to this matter. We look forward to your positive response.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]