

Date: [Insert Date]

To: [Employee Name]

Employee ID: [Insert ID]

Current Position: [Insert Current Job Title]

Subject: Internal Fixed-Term Project Reassignment

Dear [Employee Name],

This letter confirms your temporary reassignment to the following project: **[Insert Project Name]**.

1. Assignment Details

Your role for the duration of this project will be **[Insert Temporary Job Title]**. You will report directly to **[Insert Supervisor Name]**.

2. Duration

This is a fixed-term reassignment. It is scheduled to begin on **[Insert Start Date]** and is expected to conclude on or around **[Insert End Date]**. The company reserves the right to extend or shorten this period based on project requirements.

3. Responsibilities

During this period, your primary duties will include:

- [Insert Key Responsibility 1]
- [Insert Key Responsibility 2]
- [Insert Key Responsibility 3]

4. Terms and Conditions

Your current base salary, benefits, and seniority status will remain unchanged unless otherwise specified in writing. Upon the completion of this fixed-term project, you will return to your previous position or a comparable role within the company.

Please sign below to acknowledge your acceptance of this reassignment.

Sincerely,

[Sender Name]

[Sender Title]

[Company Name]

Acknowledgment:

I, [Employee Name], accept the fixed-term project reassignment as outlined above.

Signature: _____ Date: _____