

[Company Name]
[Department]
[Date]

[Employee Name]
[Employee ID]
[Current Job Title]

Subject: Notification of Temporary Project Transfer

Dear [Employee Name],

This letter serves as formal notification that you are being temporarily transferred from your current role in [Current Department/Team] to the [Project Name] project.

The details of your temporary assignment are as follows:

- **Effective Start Date:** [Date]
- **Estimated End Date:** [Date]
- **Temporary Reporting Manager:** [Manager Name]
- **Temporary Work Location:** [Location/Remote]
- **Primary Responsibilities:** [Brief Description of Tasks]

During this period, your base salary, benefits, and overall employment terms will remain unchanged. Upon the completion of this project or the specified end date, you will return to your original position and department unless otherwise notified.

Please meet with your current manager and your new project manager to coordinate the handover of your existing tasks. We appreciate your flexibility and your contribution to the success of this project.

Please sign below to acknowledge receipt of this notification.

Sincerely,

[Sender Name]
[Sender Title]
[Human Resources]

Employee Acknowledgment:

Signature: _____ Date: _____