

[Date]

[Employee Name]  
[Employee ID]  
[Current Department]

**Subject: Notification of Cross-Departmental Fixed-Term Project Transfer**

Dear [Employee Name],

This letter serves to formally confirm your temporary transfer to the [Target Department] to work on the [Project Name]. This transfer is a fixed-term assignment based on your skills and the requirements of this initiative.

**Transfer Details:**

- **Effective Start Date:** [Start Date]
- **Expected End Date:** [End Date]
- **New Project Role:** [Project Job Title]
- **Project Supervisor:** [Supervisor Name]
- **Work Location:** [Location/Remote/Office]

During this period, your current compensation, benefits, and seniority status will remain unchanged. Your primary reporting line will shift to [Supervisor Name] for the duration of the project. Upon completion of this assignment, you are scheduled to return to your original position within the [Current Department], unless otherwise notified in writing.

Please coordinate with your current manager to ensure a smooth transition of your existing responsibilities by [Transition Deadline Date].

We look forward to your contributions to this project. Please sign and return a copy of this letter to acknowledge your receipt and understanding of these terms.

Sincerely,

[Manager Signature]  
[Manager Name]  
[Title]  
[Department]

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**Acknowledgment:**

I accept the terms of this fixed-term project transfer.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_