

[Company Letterhead]

[Date]

[Employee Name]

[Employee ID]

[Current Department]

Subject: Notification of Fixed-Term Project Secondment

Dear [Employee Name],

We are pleased to confirm your temporary transfer by way of secondment to the [Project Name] project. This letter outlines the terms and conditions of your secondment.

1. Secondment Period:

Your secondment will commence on [Start Date] and is expected to conclude on [End Date], unless extended or terminated earlier in accordance with company policy.

2. Position and Reporting Line:

During this period, your job title will be [Project Job Title]. You will report directly to [Project Manager Name] for the duration of the project.

3. Place of Work:

Your primary place of work for this assignment will be [Project Location/Department].

4. Terms and Conditions:

Except as adjusted by this letter, your existing terms and conditions of employment remain unchanged. [Optional: Mention any temporary salary adjustments or allowances here].

5. Return to Substantive Role:

Upon completion of this fixed-term secondment, you will return to your substantive position as [Original Job Title] in the [Original Department], or a comparable role within the company.

Please sign and return a copy of this letter to acknowledge your acceptance of these terms.

Yours sincerely,

[Name of Manager/HR Representative]

[Title]

Employee Acceptance:

I accept the terms of the secondment as outlined above.

Signature: _____ Date: _____