

[Date]

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

**Subject: Mutual Agreement for Fixed-Term Project Transfer**

Dear [Employee Name],

This letter confirms the mutual agreement between [Company Name] and yourself regarding your transfer to a specific fixed-term project.

**1. Project Details**

You will be transferred to the following project: [Project Name/Code]. Your role during this period will be [Job Title/Position].

**2. Duration**

This transfer is for a fixed term. It is scheduled to begin on [Start Date] and is expected to conclude on or before [End Date].

**3. Reporting Structure**

During this assignment, you will report directly to [Supervisor Name], [Supervisor Title].

**4. Terms and Conditions**

Except for the change in duties and reporting lines, all other terms and conditions of your original employment contract dated [Original Contract Date] remain in effect. Your salary and benefits will [remain unchanged / be adjusted as follows: Details].

**5. Conclusion of Project**

Upon the completion of this fixed-term project, you will [return to your previous position / be reassigned based on business needs / end your contractual term], subject to the terms of your employment agreement.

Please sign below to indicate your formal acceptance of this transfer under the terms described above.

Sincerely,

[Name of Manager/HR Representative]  
[Title]  
[Company Name]

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**Employee Acceptance**

I, [Employee Name], agree to the fixed-term project transfer as outlined in this letter.

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