

**Date:** [Insert Date]

**To:** [Employee Name]

**Employee ID:** [Insert ID]

**Subject: Notification of Fixed-Term Role Transfer and Project Allocation**

Dear [Employee Name],

We are pleased to formally confirm your transfer to a new role and your allocation to a specific project within [Company Name]. This change is effective from [Start Date] and is scheduled to conclude on [End Date].

**1. Role and Project Details:**

- **New Job Title:** [Insert Title]
- **Project Name:** [Insert Project Name]
- **Department:** [Insert Department]
- **Reporting Manager:** [Insert Manager Name]

**2. Terms of the Transfer:**

This transfer is for a fixed term. Upon the completion of the project or the expiration of the period stated above, you will [return to your previous position / be considered for new assignments], subject to business requirements at that time.

**3. Compensation and Benefits:**

During this assignment, your [salary/benefits] will [remain unchanged / be adjusted to [Amount]]. All other terms and conditions of your original employment contract remain in effect.

**4. Key Responsibilities:**

In this role, your primary focus will be [Briefly describe main objective or task]. A detailed job description for this project phase is attached for your reference.

Please acknowledge your acceptance of this fixed-term transfer by signing and returning a copy of this letter by [Deadline Date].

We look forward to your contributions to the success of [Project Name].

Sincerely,

[Sender Name]  
[Sender Title]  
[Company Name]

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**Employee Acceptance:**

I accept the terms of the fixed-term transfer as outlined above.

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