

[Date]

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

Subject: Notification of Temporary Evaluation Period Transfer

Dear [Employee Name],

This letter is to formally notify you that you are being transferred to the [Target Department/Team] for a temporary evaluation period. This period will begin on [Start Date] and is expected to conclude on [End Date].

The purpose of this temporary transfer is to evaluate your performance and fit within the [Target Department] for the role of [Position Name]. During this time, your direct supervisor will be [Manager Name].

Terms of Evaluation:

- Your current compensation and benefits will remain unchanged during this period.
- Your primary responsibilities will include: [List 2-3 key tasks].
- Performance reviews will be conducted on [Frequency/Dates] to discuss your progress.

At the end of this evaluation period, a decision will be made regarding a permanent transfer to this department or a return to your original position in [Current Department].

Please sign below to acknowledge that you have received this letter and understand the terms of this temporary assignment.

Sincerely,

[Your Name]
[Your Title]
[Company Name]

Employee Acknowledgment:

Signature: _____ Date: _____