

**Date:** [Date]

**To:** [Employee Name]

**Employee ID:** [Employee ID Number]

**Subject:** Notification of Temporary Developmental Assignment

Dear [Employee Name],

This letter is to formally confirm your temporary developmental assignment to the position of [Temporary Job Title] within the [Department/Division Name] department.

**Assignment Details:**

- **Effective Start Date:** [Start Date]
- **Estimated End Date:** [End Date]
- **Reporting Manager:** [Supervisor Name]
- **Work Location:** [Location/Office]

**Purpose of Assignment:**

The goal of this temporary transfer is to provide you with a developmental opportunity to enhance your skills in [Specific Skill Area] and to support the [Project Name or Department Goal].

**Terms and Conditions:**

- Your current base salary and benefits will [remain unchanged / be adjusted to X amount] during this period.
- Your official job classification remains [Permanent Job Title].
- Upon completion of this assignment, you will return to your previous position or a comparable role within the organization.
- Either party may conclude this assignment earlier than the estimated end date with [Number] days' notice.

Please indicate your acceptance of this temporary assignment by signing below and returning a copy to Human Resources by [Deadline Date].

Sincerely,

[Sender Name]

[Sender Title]

[Company Name]

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**Employee Acceptance:**

I accept the terms of this temporary developmental assignment as outlined above.

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