

[Date]

[Employee Name]

[Current Job Title]

[Department]

Subject: Notification of Strategic Cross-Training Reassignment

Dear [Employee Name],

As part of our ongoing initiative to enhance operational versatility and professional development, this letter serves as formal notification of your strategic cross-training reassignment.

Effective [Start Date], you will be temporarily reassigned from your current role as [Current Title] to the [Target Department] to function as [Temporary Title/Role]. This assignment is scheduled to conclude on [End Date], at which point your performance and the departmental needs will be reviewed.

Primary Objectives:

- To acquire proficiency in [Specific Skill or Process].
- To facilitate knowledge sharing between [Current Department] and [Target Department].
- To strengthen organizational redundancy and workflow continuity.

Reporting Structure:

During this period, you will report directly to [Supervisor Name], [Title]. Your compensation, benefits, and original seniority status remain unchanged by this reassignment.

Training Schedule:

Your orientation for this new role will begin on [Date] at [Time] in [Location/Meeting Link]. Please coordinate with your current supervisor to ensure a smooth transition of your existing responsibilities before the start date.

We believe your expertise will be a significant asset to the [Target Department], and we look forward to the insights you will bring back to your core team upon completion.

Sincerely,

[Signature]

[Name of Manager/HR Representative]

[Title]

cc: [Department Head]
Personnel File