

[Date]

[Employee Name]

[Employee Address]

[City, State, Zip Code]

Subject: Temporary Reassignment Pending Transfer Accommodation

Dear [Employee Name],

This letter follows our recent discussions regarding your request for a reasonable accommodation due to [medical condition/disability]. We have determined that your current position as [Current Job Title] cannot be modified to meet your required restrictions at this time.

As part of the interactive process, we are currently searching for a vacant permanent position for which you are qualified and that meets your medical restrictions. While this search is conducted, you are being temporarily reassigned to the position of [Temporary Job Title] in the [Department Name] department, effective [Start Date].

Your responsibilities during this temporary assignment will include:

- [Task 1]
- [Task 2]
- [Task 3]

Please note the following terms of this temporary reassignment:

- Your supervisor for this period will be [Supervisor Name].
- Your rate of pay and benefits will [remain the same / be adjusted to X].
- This assignment is temporary and is expected to last until [End Date] or until a suitable permanent transfer is identified, whichever occurs first.

This temporary assignment does not guarantee a permanent transfer. We will continue to meet with you regularly to provide updates on the status of our search for a permanent accommodation.

If you have any questions regarding this temporary assignment or the accommodation process, please contact [HR Contact Name] at [Phone/Email].

Sincerely,

[Name]

[Title]

[Company Name]