

[Date]

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

Subject: Confirmation of Temporary Internal Transfer

Dear [Employee Name],

We are pleased to confirm your temporary internal transfer to the position of [Temporary Job Title] within the [New Department] department. We believe this assignment will be a valuable opportunity for your professional growth and will greatly benefit the team.

The details of your temporary assignment are as follows:

- **Effective Start Date:** [Start Date]
- **Estimated End Date:** [End Date]
- **Reporting Manager:** [Manager Name]
- **Work Location:** [Location/Remote Status]
- **Compensation:** [Specify if there is a change or if it remains the same]

Please note that this is a temporary assignment. Upon the conclusion of this period, you are scheduled to return to your original position as [Original Job Title] in the [Original Department] department, unless otherwise notified in writing.

During this transfer, all other terms and conditions of your employment contract remain unchanged. Please coordinate with your current supervisor and your new manager to ensure a smooth handover of your current responsibilities.

We look forward to your contributions in this new role. Please sign below to acknowledge your acceptance of these temporary terms.

Best regards,

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

**Acknowledgment:**

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[Employee Signature]

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[Date]