

[Current Date]

[Recipient Name or "To Whom It May Concern"]

[Recipient Address]

[City, State, Zip Code]

Subject: Verification of Short-Term Assignment

Dear [Recipient Name],

This letter is to formally verify that [Employee Full Name] is currently engaged in a short-term assignment with [Company Name].

The details of the assignment are as follows:

- **Position Title:** [Job Title]
- **Start Date:** [Start Date]
- **Expected End Date:** [End Date]
- **Primary Location:** [Location/City]
- **Project/Department:** [Department Name]

During this period, [Employee Full Name] is considered a [Full-time/Part-time/Contract] employee. Their primary responsibilities include [Brief Description of Duties].

If you require any further information or additional documentation regarding this assignment, please feel free to contact me at [Phone Number] or [Email Address].

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Job Title]

[Company Name]