

Subject: Notification of Temporary Role Transfer

Dear [Employee Name],

This letter is to formally confirm your temporary role transfer within [Company Name].

**Transfer Details:**

- **Current Role:** [Current Job Title]
- **Temporary Role:** [New Job Title]
- **Department:** [Department Name]
- **Supervisor:** [Name of Temporary Supervisor]
- **Effective Start Date:** [Start Date]
- **Estimated End Date:** [End Date/Until Further Notice]

During this period, your primary responsibilities will include:

- [Responsibility 1]
- [Responsibility 2]
- [Responsibility 3]

**Terms and Conditions:**

Unless otherwise stated, your current compensation, benefits, and original contract terms remain unchanged. At the conclusion of this temporary assignment, you will return to your original position as [Current Job Title].

Please sign below to acknowledge your acceptance of this temporary transfer.

Sincerely,

[Manager Name]

[Title]

[Date]

**Employee Acknowledgment:**

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