[Current Date]

[Employee Name]
[Employee ID]
[Current Job Title]

Subject: Notification of Temporary Internal Transfer

Dear [Employee Name],

This letter confirms your temporary transfer from the [Current Department Name] to the [New Department Name], effective from [Start Date] to [Estimated End Date].

During this assignment, your details will be as follows:

- **Temporary Role:** [Temporary Job Title]
- **Temporary Manager:** [Manager Name]
- **Work Location:** [Location/Office]
- **Work Schedule:** [Hours per week/Shift details]

Your primary responsibilities during this period will include:

[List key duties or attach a temporary job description]

Please note that your current compensation, benefits, and seniority status will remain unchanged unless otherwise specified in writing. At the conclusion of this temporary assignment, you are expected to return to your permanent position as [Current Job Title] in the [Current Department Name].

We believe this assignment will be a valuable opportunity for your professional development and will greatly assist the [New Department Name] team. Please sign below to acknowledge your acceptance of this temporary transfer.

Sincerely,

[Manager Signature]
[Manager Name]
[Manager Title]

Employee Acknowledgment:

I accept the terms of this temporary internal transfer.

Signature: _____ Date: _____