

[Company Name]

[Company Address]

[City, State, Zip Code]

[Date]

[Employee Name]

[Employee ID]

[Current Department]

Subject: Notification of Temporary Assignment Transfer

Dear [Employee Name],

This letter is to formally notify you of your temporary transfer to a new assignment within [Company Name].

Assignment Details:

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

Terms and Conditions:

During this temporary period, your base salary and benefits will [remain unchanged / be adjusted to [Amount]]. Upon completion of this assignment, you will return to your original position as [Original Job Title] in the [Original Department], or a comparable role, unless otherwise discussed.

Your primary responsibilities during this period will include: [Briefly list key duties].

Please sign below to acknowledge your receipt and understanding of this temporary transfer.

Sincerely,

[Manager Name]

[Manager Title]

Employee Acknowledgment:

I accept the terms of this temporary assignment transfer.

Signature: _____ Date: _____