

Date: [Insert Date]

To: [Employee Name]

Employee ID: [Insert ID]

Subject: Internal Secondment Assignment

Dear [Employee Name],

We are pleased to confirm your internal secondment to the following position:

- **Host Department:** [Insert Department Name]
- **Position Title:** [Insert Temporary Job Title]
- **Reporting Manager:** [Insert Name of Supervisor during secondment]
- **Start Date:** [Insert Date]
- **End Date:** [Insert Date]

Terms and Conditions:

1. **Purpose:** The objective of this secondment is to [briefly state purpose, e.g., support a specific project/fill a temporary vacancy].
2. **Salary and Benefits:** Your current base salary and benefits will [remain unchanged / be adjusted to [Amount] for the duration of this assignment].
3. **Work Location:** Your primary work location during this period will be [Insert Location/Remote].
4. **Performance Review:** Your performance during this secondment will be evaluated by [Host Manager Name] in coordination with your home department manager.
5. **Return to Substantive Role:** Upon completion of this secondment, you will return to your permanent position as [Original Job Title] in the [Original Department].
6. **Termination of Secondment:** This secondment may be terminated earlier by either party providing [Number] weeks' written notice.

Please signify your acceptance of this secondment by signing and returning a copy of this letter.

Sincerely,

[Sender Name]

[Sender Title]

[Company Name]

Employee Acceptance:

I accept the terms and conditions of this secondment assignment as outlined above.

Signature: _____ Date: _____