

[Company Letterhead]

[Date]

[Employee Name]

[Employee ID]

[Current Department]

Subject: Notification of Temporary Cross-Functional Transfer

Dear [Employee Name],

This letter serves to formally confirm your temporary transfer to the [Target Department] department. This cross-functional assignment is designed to [mention purpose, e.g., support a specific project / address seasonal demand / facilitate professional development].

The details of your temporary transfer are as follows:

- **Effective Start Date:** [Start Date]
- **Expected End Date:** [End Date]
- **Temporary Role:** [Temporary Job Title]
- **Temporary Reporting Manager:** [Manager Name]
- **Work Location:** [Location/Office/Remote]

During this period, your current compensation, benefits, and seniority status will remain unchanged. Your primary responsibilities will include:

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

At the conclusion of this temporary assignment, you will return to your original position as [Current Job Title] in the [Current Department] department, unless otherwise communicated in writing.

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

Sincerely,

[Name of Manager/HR Representative]

[Title]

Acknowledgment:

I, [Employee Name], accept the terms of this temporary cross-functional transfer.

Signature: _____ Date: _____