

[Current Date]

[Employee Name]

[Employee ID]

[Current Department]

Subject: Notification of Seasonal Role Assignment Transfer

Dear [Employee Name],

This letter is to formally notify you of your temporary transfer to a seasonal role within the company. This assignment is based on current operational needs and seasonal demands.

Transfer Details:

- **New Role/Title:** [New Job Title]
- **Department:** [New Department]
- **Reporting Manager:** [Manager Name]
- **Effective Start Date:** [Date]
- **Estimated End Date:** [Date]

Terms of Assignment:

Your compensation and benefits will [remain the same / be adjusted to [Amount]] for the duration of this assignment. Your work schedule will be [Specify Schedule/Hours].

Please note that this is a temporary assignment. Upon the conclusion of this seasonal period, you are expected to return to your original position as [Original Job Title], unless otherwise notified in writing.

Please sign below to acknowledge your receipt of this transfer notification and return it to the Human Resources department by [Date].

Sincerely,

[Sender Name]

[Sender Title]

[Company Name]

Acknowledgment:

I, [Employee Name], accept the seasonal transfer as outlined above.

Signature: _____ Date: _____