

Date: [Insert Date]

To: [Employee Name]

Position: [Current Job Title]

Department: [Current Department]

Subject: Notice of Short-Term Duty Reassignment

Dear [Employee Name],

This letter is to formally notify you of a temporary reassignment of your job duties. Due to [Insert Reason, e.g., operational requirements/project needs/staffing shortages], you are being reassigned to the following role on a short-term basis.

Reassignment Details:

- **Temporary Role:** [Insert Temporary Title/Role]
- **Effective Start Date:** [Insert Start Date]
- **Estimated End Date:** [Insert End Date]
- **Reporting Manager:** [Insert Name of Temporary Supervisor]
- **Primary Responsibilities:** [Insert Brief List of Key Tasks]

Please note that your current compensation, benefits, and overall employment status remain unchanged during this period. Upon the conclusion of this assignment, you will return to your permanent position and regular duties unless otherwise notified.

Please coordinate with [Current Manager Name] and [New Manager Name] to ensure a smooth transition of your current workload. If you have any questions regarding this temporary change, please contact [Insert Contact Person/Department].

Thank you for your flexibility and continued contribution to the team.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

Employee Acknowledgment:

I acknowledge receipt of this reassignment letter and understand the temporary nature of these changes.

[Employee Signature]

Date: _____