

Date: [Insert Date]

Employee Name: [Insert Employee Name]

Employee ID: [Insert Employee ID]

Current Department: [Insert Current Department]

Subject: Mutual Agreement for Temporary Assignment Transfer

Dear [Insert Employee Name],

This letter confirms the mutual agreement between [Insert Company Name] and yourself regarding your temporary transfer to the position of [Insert Temporary Job Title] in the [Insert Receiving Department] department.

Terms of Transfer:

- **Effective Start Date:** [Insert Start Date]
- **Expected End Date:** [Insert End Date, or "Until further notice"]
- **Reporting Manager:** [Insert Temporary Manager Name]
- **Location:** [Insert Work Location/Remote Status]

Compensation and Benefits:

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

Duties and Responsibilities:

Your primary responsibilities during this period will include: [Insert brief description of key tasks].

By signing below, both the Employer and the Employee acknowledge and agree to the terms of this temporary transfer.

Employer Signature: _____ **Date:** _____
(Name and Title: [Insert Name/Title])

Employee Signature: _____ **Date:** _____
(Name: [Insert Employee Name])