

[Date]

[Employee Name]

[Employee ID]

[Department]

Subject: Notification of Short-Term Assignment

Dear [Employee Name],

This letter serves as formal confirmation of your short-term assignment to the following project/role:

- **Assignment Title:** [Title]
- **Host Department:** [Department Name]
- **Location:** [Office Location/Remote]
- **Start Date:** [Date]
- **Estimated End Date:** [Date]
- **Reporting Manager:** [Manager Name]

Scope of Work:

During this period, your primary responsibilities will include [briefly describe key tasks].

Terms and Conditions:

Your current base salary and benefits will remain unchanged unless otherwise specified in writing. At the conclusion of this assignment, you are expected to return to your substantive position as [Original Job Title], unless an extension or alternative arrangement is agreed upon.

Please sign below to indicate your acceptance of the terms of this assignment.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

Acknowledgment and Acceptance:

I accept the short-term assignment as outlined above.

Signature: _____ Date: _____