

[Date]

[Employee Name]

[Employee ID]

[Current Job Title]

**Subject: Notification of Temporary Role Assignment**

Dear [Employee Name],

This letter is to formally confirm your temporary assignment to the position of [Temporary Job Title] within the [Department Name] department. This assignment is effective from [Start Date] and is expected to continue until [End Date/Further Notice].

During this period, your primary responsibilities will include:

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

Regarding compensation, [Select one: your current salary will remain unchanged / you will receive a temporary acting allowance of Amount/Percentage per pay period]. Upon the conclusion of this assignment, you will return to your permanent position as [Original Job Title] at your previous rate of pay.

Your reporting supervisor for the duration of this assignment will be [Supervisor Name].

Please sign below to acknowledge your understanding and acceptance of the terms of this temporary assignment.

Sincerely,

[Sender Name]

[Sender Title]

[Company Name]

**Acknowledgment:**

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[Employee Signature]

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[Date]