

[Company Letterhead]

[Date]

[Employee Name]

[Employee ID]

[Current Department]

**Subject: Confirmation of Secondment - IT Specialist**

Dear [Employee Name],

This letter confirms your temporary secondment to the position of IT Specialist within the [Host Department/Project Name].

The details of your secondment are as follows:

- **Effective Start Date:** [Start Date]
- **Expected End Date:** [End Date]
- **Host Manager:** [Manager Name/Title]
- **Location:** [Office Location/Remote]

During this period, your core responsibilities will include [List Key Duties, e.g., Network Administration, Software Deployment, Helpdesk Support].

Your current terms and conditions of employment, including salary and benefits, will remain unchanged unless otherwise specified in the attached addendum. At the conclusion of this secondment, you will return to your substantive position as [Original Job Title] or a mutually agreed-upon equivalent role.

Please sign and return a copy of this letter to acknowledge your acceptance of these terms.

Sincerely,

[Sender Name]

[Sender Title]

[Human Resources/Department Name]

**Acknowledgment:**

I accept the terms of the secondment as outlined above.

\_\_\_\_\_  
[Employee Signature]

Date: \_\_\_\_\_