

Assignment Letter for Employee

[Company Letterhead]

[Date]

[Employee Name]

[Employee Address]

[City, State, Zip Code]

Dear [Employee Name],

Subject: Assignment Letter

We are pleased to inform you that you have been assigned to a new role/project effective [Start Date]. This assignment is an excellent opportunity for you to contribute to and learn from one of our key projects.

Assignment Details:

- **Project Title:** [Project Name]
- **Role:** [Your New Role]
- **Duration:** [Start Date] to [End Date] (or ongoing)
- **Reporting to:** [Supervisor/Manager Name]
- **Location:** [Office Location/Remote]
- **Key Responsibilities:**
 - [Responsibility 1]
 - [Responsibility 2]
 - [Responsibility 3]
 - [Additional responsibilities or expectations]

This assignment aligns with our strategic goals and your professional strengths. We believe that your skills and dedication will lead to the successful completion of this project.

Please acknowledge receipt of this letter and confirm your acceptance of the assignment by signing and returning a copy of this letter by [Deadline for Acceptance].

We look forward to your continued contributions and are confident that you will excel in this new role. If you have any questions or need further clarification regarding your assignment, please do not hesitate to contact [HR Contact/Supervisor Name].

Thank you for your hard work and commitment to our team.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]

Acknowledgment by Employee:

I, [Employee Name], acknowledge receipt of this assignment letter and accept the role and responsibilities as outlined.

Employee Signature: _____

Date: _____