

Request for short-term departmental assignment

Subject: Request for Temporary Assignment in [Target Department]

Dear [Supervisor],

I am requesting a temporary transfer to the [Target Department] to assist with [specific project/need] for approximately [time period].

This assignment would provide mutual benefits:

- [Target Department] receives additional support during [busy period/project]
- I gain valuable experience in [new area/skills]
- [Current Department] maintains coverage through [coverage plan]

I have coordinated with [Target Department Manager] regarding the scope and duration of this assignment. My current responsibilities will be managed through [specific arrangement].

The proposed timeline is [start date] through [end date], with the possibility of extension if needed by both departments.

I believe this temporary assignment will enhance my overall contribution to the organization while meeting immediate operational needs.

Please let me know if you need any additional information.

Thank you,

[Your Name]

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