

Position Assignment Letter

Date: _____

To:

Dear _____,

We are pleased to inform you that you have been assigned to the following position within our organization:

Position Title	<input type="text"/>
Department	<input type="text"/>
Supervisor	<input type="text"/>
Start Date	<input type="text"/>

Please acknowledge your acceptance of this assignment by signing below.

Sincerely,

Position

Employee Acknowledgment:

Signature: _____

Date: