Employee Task Assignment Directive Letter

Dear [Employee's Name], Subject: Task Assignment I am writing to assign you a new task as part of your responsibilities within our team. Your role in this assignment is crucial, and I have full confidence in your abilities to successfully complete it. The details of the task are as follows: Task: [Brief description of the task] Deadline: [Specific deadline for completion] Resources: [List any resources, tools, or information required] Expectations: [Clearly outline the expectations and goals for the task] Please make sure to review the provided information and reach out to [Supervisor's Name or Department] if you have any questions or require additional assistance. Regular progress updates would be appreciated. Thank you for your dedication and commitment to our team's success. Sincerely, [Your Name] [Your Title]

[Your Contact Information]