

# 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]