

To:
[Name of the collaborator]
[Email or post address]

ASSIGNEMENT TO THE PROJECT [project title]

Dear Mr. / Ms [Name of the collaborator],

I am glad to inform you that [funding institution] has granted the project [PROJECT TITLE] ([agreement or reference number]) in the framework of the Programme “[Name of the funding programme]”. The project focuses on [description of the project and its objectives]. It will last from [start date] to [conclusion date].

[Name of the organisation] has decided to assign you to the project as [function / role].

Your tasks will be as follows:

- [description of the task]

The estimated working time for these tasks corresponds to [No.] working days of 8 hours each.

You will fulfil these tasks during your usual working time. No additional remuneration is estimated for your involvement in the project.

I invite you to contact the project manager of the project to get further information about the project as well as about your involvement:

[Name of the project manager]
Phone number
email]

Hopefully, you will enjoy the opportunity to improve your skills and to have a new professional experience in an transnational project.

Best regards

[Name of the organisation]
[Name of the head / legal representative]
[Position]

For acceptance
[Name of the collaborator]

(signature)

(signature)

Done at : _____

Done at: _____

Date: _____

Date: _____

In triplicate in English.

Please, return three copies signed in original to the project manager.