

Director General

Funds & Programmes Division

Office of the Deputy Prime Minister

Triq il-Kukkanja,

Santa Venera, SVR 1411.

Through *Select applicable Designation* *Insert Name*

*Click here to enter a date.*

Re: Change in Project Leader for *insert project reference number and title of the project*

Dear *Insert Title and Last Name of DG.*

With reference to the above mentioned project, we would like to notify that *insert* *name of new project leader* who holds the position of *insert function/title/position* within the Beneficiary Organisation, has accepted to take the responsibility on all matters related to the EU co-financed project *insert project reference number and title of the project* as Project Leader, replacing *insert* *name of outgoing project leader*. This change will come into effect as on *Click here to enter a date.*. The Beneficiary also declares that the outgoing project leader has handed over to the best of his/her knowledge all the documentation and information related to the project, to the new project leader who has accepted and acknowledges such fact.

Delegated by:

Insert name of Legal Representative. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Name of Legal Representative Signature**

Insert name outgoing Project Leader. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Name of Outgoing Project Leader Signature**

Accepted by:

Insert name of incoming Project Leader. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Name of incoming Project Leader Signature**