[Letter head of organisation] [Logo of the Programme]

Date:

Project timeframe:

**Mission / Assignment Letter in connection with the xxx project**

I would like to confirm that [*Insert Name and Designation of person*] is being assigned work on *[Insert Name of Project]* funded by [*the name of Programme]* under the 2014-2020 programming period.

S/he will be carrying out the following duties during the period *[duration of the employee working on the project]*:

*[Insert list of project related roles, responsibilities and monthly tasks assigned to the employee ]*

[In order to carry out these tasks [*Insert Name of Person*] is expected to dedicate [*indicate % of his/her time to be performed on the project* equivalent to [*insert number of hours*] hours per month on the project in caption]. The rest of the time is expected to be divided as follows [indicate percentages pertaining to other projects and / or tasks]1.

[Signature]

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[Insert Name and Designation]

[Person Assigned]

[Signature]

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[Insert Name and Designation]

Line Manager/ Supervisor