Project Role Assignment Announcement

Date: [Insert Date]

To: [Team/Department Name]

Dear Team,

We are excited to announce the assignment of project roles for our upcoming project, [Project Name]. After careful consideration, we have defined the responsibilities to ensure a smooth workflow and successful outcome.

The following roles have been assigned:

- **[Name]** - [Role/Position]
- **[Name]** - [Role/Position]
- **[Name]** - [Role/Position]

We believe that each of you will bring unique skills and insights to your respective roles. Please feel free to reach out if you have any questions regarding your assignments or the project as a whole.

Looking forward to your cooperation and a successful project!

Best Regards,

[Your Name]

[Your Title]

[Your Company/Organization]