

Project Assignment Acceptance Notification

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Position]

[Company/Organization Name]

[Address]

Dear [Recipient's Name],

We are pleased to inform you that your proposal for the [Project Name] has been accepted. We appreciate the effort and creativity you have put into your submission.

Details of the project assignment are as follows:

- **Project Start Date:** [Insert Start Date]
- **Project End Date:** [Insert End Date]
- **Budget:** [Insert Budget]
- **Team Members:** [Insert Team Members]

Please confirm your acceptance of this project assignment by signing and returning the attached document by [Insert Deadline]. Should you have any questions, feel free to reach out to us.

We look forward to your collaboration on this project.

Sincerely,

[Your Name]

[Your Position]

[Your Company/Organization Name]

[Your Contact Information]