

Project Responsibility Assignment

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Name]

Subject: Assignment of Responsibilities for [Project Name]

Dear [Recipient's Name],

As we embark on the [Project Name], it is important to clarify the roles and responsibilities to ensure a smooth workflow and successful project completion. Below are the designated responsibilities:

- **[Team Member 1's Name]:** [Responsibility 1 description]
- **[Team Member 2's Name]:** [Responsibility 2 description]
- **[Team Member 3's Name]:** [Responsibility 3 description]
- **[Your Name]:** [Your responsibility description]

Please feel free to reach out if you have any questions or require further clarification regarding your responsibilities. I appreciate your cooperation and dedication toward the success of this project.

Best regards,

[Your Name]

[Your Position]

[Your Contact Information]