

Project Role Confirmation

Date: [Insert Date]

[Recipient's Name]

[Recipient's Address]

[City, State, ZIP Code]

Dear [Recipient's Name],

We are pleased to inform you that you have been selected for the role of [Project Role Title] for the [Project Name]. Your skills and experience are a great match for our team, and we believe you will make a significant contribution to the success of this project.

Your primary responsibilities will include:

- [Responsibility 1]
- [Responsibility 2]
- [Responsibility 3]

We look forward to your valuable input and collaboration. Your official start date for this role will be [Start Date].

Please confirm your acceptance of this role by [Deadline for Confirmation]. Should you have any questions, feel free to reach out to me directly.

Best regards,

[Your Name]

[Your Job Title]

[Your Company]

[Your Contact Information]