Project Roles and Responsibilities Assignment

Date: [Insert Date]

To: [Recipient Name]

From: [Your Name]

Subject: Assignment of Project Roles and Responsibilities

Dear [Recipient Name],

In alignment with our project objectives and to ensure smooth execution, I am outlining the specific roles and responsibilities assigned to each team member:

Project Team Roles

- **Project Manager:** [Name] - Responsible for overall project coordination, timelines, and communication with stakeholders.
- **Lead Developer:** [Name] - Oversees the technical development and ensures implementation of technical specifications.
- **Designer:** [Name] - Responsible for creating project designs and user interfaces.
- **Quality Assurance Tester:** [Name] - Ensures the project meets quality standards through testing and feedback.
- **Business Analyst:** [Name] - Gathers requirements and ensures alignment between project goals and business needs.

Please feel free to reach out if you have any questions or further clarifications regarding your roles.

Thank you for your collaboration and commitment to the success of this project.

Sincerely,

[Your Name]
[Your Title]
[Your Contact Information]