

Role Assignment for Vendor Cross-Functional Team Initiative

Date: [Insert Date]

To: [Vendor Name]

From: [Your Company Name]

Dear [Vendor Contact Name],

We are pleased to inform you of your assignment to the Vendor Cross-Functional Team Initiative. This initiative aims to enhance collaboration and streamline processes between our organizations.

Assigned Roles and Responsibilities

- **Team Leader:** [Name] - Oversee team meetings and project timelines.
- **Project Coordinator:** [Name] - Manage communications between teams.
- **Technical Lead:** [Name] - Address technical requirements and deliverables.
- **Quality Assurance:** [Name] - Ensure adherence to quality standards.

Please acknowledge receipt of this letter and confirm your acceptance of the assigned roles by [Response Due Date]. If you have any questions or require further clarifications, do not hesitate to reach out.

Thank you for your commitment to this initiative. We look forward to working closely together to achieve our goals.

Sincerely,

[Your Name]

[Your Job Title]

[Your Company Name]

[Your Contact Information]