

Project Management Agreement

Date: [Insert Date]

From: [Your Organization Name]
Address: [Your Organization Address]
Phone: [Your Organization Phone Number]
Email: [Your Organization Email]

To: [Project Manager Name]
Address: [Project Manager Address]
Phone: [Project Manager Phone Number]
Email: [Project Manager Email]

Subject: Project Management Agreement for [Project Name]

Dear [Project Manager Name],

This letter serves as a formal agreement between [Your Organization Name] and [Project Manager Name] for the management of the [Project Name]. The purpose of this agreement is to outline the roles, responsibilities, and expectations involved in this collaborative effort.

1. Project Overview

[Brief description of the project and its objectives.]

2. Responsibilities

[List the responsibilities of both parties.]

3. Duration

This agreement is effective from [Start Date] to [End Date].

4. Compensation

[Details regarding remuneration, if applicable.]

5. Confidentiality

[Terms regarding confidential information.]

6. Termination

[Conditions under which the agreement may be terminated.]

We believe that this agreement will foster a successful partnership in achieving our goals for [Project Name]. Please sign and return a copy of this agreement to confirm your acceptance.

Sincerely,

[Your Name]

[Your Title]

[Your Organization Name]

[Project Manager Name] - Signature

Date: _____