

# Project Management Assignment

Date: [Insert Date]

To: [Successor's Name]

From: [Your Name]

Subject: Formal Assignment of Project Management Role

Dear [Successor's Name],

I am writing to formally assign you the role of Project Manager for the [Project Name]. This decision comes as part of our strategic plan to ensure seamless transition and continuity in the management of this project.

Effective [Start Date], you will take over all responsibilities related to the project, including but not limited to planning, execution, monitoring, and reporting. I have every confidence in your abilities to lead the team and drive this project to successful completion.

Please feel free to reach out to me for any guidance or support during this transition phase. I will ensure you have all the necessary documentation and resources to facilitate your new role.

Thank you for accepting this responsibility. I look forward to seeing the positive impact of your leadership on the project.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]