

# Project Coordination Responsibilities Transfer

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Name]

Subject: Transfer of Project Coordination Responsibilities

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally inform you about the transfer of project coordination responsibilities for [Project Name] from [Current Coordinator's Name] to [New Coordinator's Name], effective [Effective Date].

[Current Coordinator's Name] has played an essential role in managing the project so far, and as we move forward, [New Coordinator's Name] will take over the responsibilities to ensure continuity and progress.

Please feel free to reach out to [New Coordinator's Name] at [New Coordinator's Email/Phone Number] for any inquiries or updates regarding the project moving forward. I am confident that [he/she/they] will effectively manage the project with the same level of dedication and professionalism.

Thank you for your understanding and support during this transition. Should you have any questions, do not hesitate to reach out.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]