

# Project Assignment Letter

Date: [Insert Date]

To,

[Supervisor Name]

[Company Name]

[Company Address]

Dear [Supervisor Name],

We are pleased to inform you that you have been assigned as the Site Supervisor for the [Project Name] located at [Project Location]. Your responsibilities will include overseeing daily operations, ensuring compliance with safety standards, and managing the project timeline.

The project commencement date is [Start Date] and is expected to be completed by [End Date]. Please report to the site office at [Office Location] on [Reporting Date].

If you have any questions or require further information, please do not hesitate to contact me.

Thank you for your commitment, and we look forward to a successful project.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]