

# Contractual Resource Assignment Letter

Date: [Insert Date]

To: [Recipient's Name]  
[Company Name]  
[Company Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

We are pleased to inform you that [Your Company Name] is assigning resources for the [Project Name]. This assignment is effective from [Start Date] to [End Date]. The details of the resources being assigned are as follows:

- **Resource Name:** [Resource Name]
- **Role:** [Role of the Resource]
- **Responsibilities:** [Brief Description of Responsibilities]
- **Hourly Rate/Salary:** [Rate]

Please confirm your acceptance of this assignment by signing below and returning a copy of this letter by [Deadline Date].

Thank you for your cooperation.

Sincerely,

[Your Name]  
[Your Position]  
[Your Company Name]  
[Contact Information]

Accepted by:

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[Recipient's Name]  
[Title]  
[Date]