Current Date

«AddressBlock»

Dear «Title» «Last\_Name»

PROJECT ASSIGNMENT

I am writing to advise you that assignments have been made in the upcoming research project. My intent is to inform you of the title and short description of the project you have been assigned, the start date, the length of time you have to complete the project, and the deadline due date.

You have been assigned a project entitled «Project\_Title». Within the scope of this research assignment, you will «Short\_Description». We are confident that your experience and expertise in this area will make the project successful.

The following are dates and deadlines for you to note:

**Project Initial Meeting**: May 18

**Project Kickoff**: «StartDate»

**Project Deadline**: «Deadline»

Please review the enclosed project plan and timeline, and respond by May 12 with confirmation that you will be able to fulfill this project by the deadline. Please contact me if you have any initial concerns or questions.

Sincerely

Tom Carlson

Information Technology Manager

######## (Member ID)

Enclosures