Interreg Europe - Mission letter

***Important information:*** *This template serves as an example and it is at the disposal for the projects to be used, the use is optional. The template includes all elements required by the programme for the mission letter for staff costs calculation method XXX. When filling this template, project partners should pay attention that the level of details on the concrete tasks and activities of the employee corresponds to the involvement in the project.  
Please delete this text when actually using the template*

|  |  |  |  |
| --- | --- | --- | --- |
| Project Information | | | |
| Project acronym | *Please indicate* | | |
| Project title | *Please indicate* | | |
| Name of project partner | *Please indicate* | | |
| Project start date | *Please indicate* | **Project end date** | *Please indicate* |

With this mission letter I confirm that [*Name employee*] is being assigned to work on the above mentioned project.

[*Name employee*] will be having the following duties in the frame of the implementation of the project:

* [*specify task*]
* [*specify task*]
* [*specify task*]
* [*specify task*]
* [*specify task*]

[*Name employee*] is expected to dedicate [% of working time to be performed on the project] of his/her the working time to carry out the tasks described above.

|  |  |
| --- | --- |
| [*name of employer*] | [*name of employee*] |
| [*date & place*] | [*date & place*] |
| Signature employer | Signature employee |