

Project Kick-off Directive Letter

Subject: Project Kick-off and Responsibilities

I am writing to officially kick off our upcoming project, [Project Name], and to communicate your assigned responsibilities. This project is of utmost importance to our organization, and I have full confidence in your ability to contribute effectively. Here are the details:

Project: [Brief overview of the project]

Timeline: [Key milestones and deadlines]

Your Role: [Clearly define the team member's role and responsibilities]

Reporting: [Specify the reporting structure and communication channels]

Resources: [List any resources, tools, or support available]

Please ensure that you familiarize yourself with the project's objectives and requirements. Regular progress meetings will be scheduled to track the project's development.

Feel free to reach out if you have any questions or require any assistance. Let's work together to ensure the success of this project.

Best regards,