

Enterprise Ireland Task Assignment Letter

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| **Enterprise Ireland Project No:** |  |
| **PPM Project No:** |  |
| **Project Title:** |  |
| **Project Start Date:** |  |
| **Project End Date:** |  |
| **Employee Name:** |  |
| **Internal Employee Number (not PPS):** |  |

With this Task Assignment letter, I confirm that the employee named above was assigned to work on the referenced project over the claim period:

**(INSERT CLAIM TO AND FROM DATE HERE).**

The % time allocated to the project during the claim period above was **xx%**

**(INSERT EMPLOYEE NAME)** had the following responsibilities in the implementation of the project:

**INSERT BRIEF OVERVIEW OF PROJECT RELATED TASKS HERE:**

I confirm that the costs included with this employee’s % time above have not been included in previous claims to Enterprise Ireland, any other Government Agency, the EU, or for any grant.

**Authorised Officer Name:**

**Title:**

**Signature:** **Date:**

**Employee Name:**

**Signature:** **Date:**