Task assignment template

Project acronym: ………………………………………………………………………………………………….

Project partner: ……………………………………………………………………………………………………

Name of the employee: …………………………………………………………………………………………..

Applicable from: …………………………………………………………………………………………………..

Version number: …………………………………………………………………………………………………..

I, the undersigned ……………………………………… *(name of employer),* as the legal representative of the employer (project partner), with this task assignment confirm that:

* the employee works on the above mentioned project
* in case the employee is involved in other EU or publicly funded project(s), there is no risk of double financing, as not more than 100 % of his/her working time is reported
* the employee carries out the following tasks in the frame of the project implementation:
  + *(specify task)*
  + *(specify task)*
  + *(…)*
* the employee will dedicate ………. % of his/her working time per month to carry out the tasks as described above.

Employer: Employee:

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*(date and signature) (date and signature)*