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***Mission letter***

***Courtesy of the NWE German approbation body***

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| 1. Project Information |
| Interreg Programme |  North West Europe (NWE) 2014-2020 |
| Project acronym |  |
| Project title |  |
| Name of project partner |  |
| Project start date  |  | **Project end date** |  |

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| 2. Employee Information |
| Name of employee  |  |
| Start date of employment  |  |
| Period of project assignment (from - to) |  |
| Extent of assignment to the project (in % or in hour / month) |  |

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| 3. Project related duties/ obligations/ responsibilities / activities |
| general list of activities, duties…. etc. plus e.g. substitution order |

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| 4. Details on project related activities |
| WP No | **Project related activities** *(including information on the envisaged contribution of the employee to the outputs and deliverables to be achieved according to the application form)* | *Estimated share of assignment* (%) |
|       |       |       |
|       |       |       |
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|       |       |       |
| Total | **100 %** |

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| 5. Confirmation |
| Herewith, Mr./Mrs.       is assigned to the above-mentioned NWE project to contribute to project activities and outputs as indicated above. *Please select:* [ ]  *It is confirmed that Mr./Mrs.       is currently in addition assigned to the following public funded projects:* * *(funded by*      *),*
* *(funded by*      *),*
* *(funded by*      *).*

*It is confirmed that in total not more than 100 % of his/her working time are allocated to all these projects.*[ ]  *It is confirmed that Mr./Mrs.       is currently not assigned to any other public funded project.* |

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|      Date, Place |      Date, Place |
| Name and signature of the employer | Name and signature of the employee |