

Date: [Insert Date]

To: [Insert Name of Recipient/Project Manager]

From: [Insert Name of Approver/Department Head]

Subject: Interim Project Transfer Approval: [Insert Project Name]

Dear [Recipient Name],

This letter serves as formal notification that the interim transfer of the project **[Insert Project Name]** from **[Insert Current Department/Owner]** to **[Insert Receiving Department/Owner]** has been approved.

This transfer is effective as of **[Insert Effective Date]** and is scheduled to remain in effect until **[Insert End Date or Event]**, at which point the project status will be re-evaluated for permanent transfer or return.

Key Transfer Details:

- **Interim Project Lead:** [Insert Name]
- **Assigned Budget/Resources:** [Insert Brief Description]
- **Handover Requirements:** [Insert Specific Documentation or Tasks]

During this interim period, [Receiving Department/Owner] is authorized to manage daily operations and decision-making associated with this project. All historical data and current assets must be transitioned by [Insert Deadline Date].

Please acknowledge receipt of this approval by signing below.

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Job Title]

Acknowledgment of Receipt:

Name: _____

Date: _____