Dear [Name],

Thank you for your email.

We take note of the change of the nominated contact person for this action. Our files have been updated accordingly.

A warm welcome to [Name].

Regards,

As discussed, following my appointment to a new role, there is a change in communications.

[Name] will be the new nominated contact point for the beneficiaries of the Viking Link study grant. [Name] has already been working on the Viking Link project for some time so is well placed to ensure continuity. [Name] continues in her existing role providing support to [Name].

I attach a short letter which confirms the change in communication details in keeping with the notification requirements in the grant agreement.

It has been a pleasure working with you both.

Best wishes,
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