[On company letterhead of PARTY NAME]

[ADDRESSEE]

[ADDRESS OF ADDRESSEE]

[DATE]

**Assignment of Agreement**

Dear [NAME],

We refer to the agreement dated [DATE] between us for [*DESCRIBE AGREEMENT*] (the “**Agreement**”).

As a result of [*INSERT BACKGROUND TO BUSINESS TRANSFER*], we propose to transfer our business to [ASSIGNEE], effective as of [PROPOSED DATE OF TRANSFER]. As part of this business transfer, and in accordance with the terms of the Agreement, this letter serves as formal notice that we propose to assign all our rights, title, interest, and benefits under the Agreement to [ASSIGNEE], effective on that date. Additionally, we propose that [ASSIGNEE] will assume responsibility for performing our obligations under the Agreement from the same date.

[ASSIGNEE], [COMPANY NUMBER], with its registered address at [REGISTERED ADDRESS], is a proprietary company limited by shares incorporated under the Corporations Act 2001 (Cth). [*FURTHER RELEVANT INFORMATION ABOUT THE ASSIGNEE, SUCH AS ITS REPUTATION OR DETAILS ABOUT ITS PARENT COMPANY.*]

We will notify you once the assignment has been completed. Following the assignment, all matters related to the Agreement should be directed exclusively to [ASSIGNEE]. All invoices and correspondence should be sent to [ASSIGNEE] at the address provided above, addressed to the attention of [NAME OF INDIVIDUAL]. The Agreement will remain unchanged in all other respects.

If you have any questions regarding the assignment, please contact [NAME] at [TELEPHONE NUMBER] or [EMAIL ADDRESS].

Please sign and return the enclosed duplicate of this letter to acknowledge your consent to the assignment of the Agreement.

Yours faithfully,

Signed: ……………………………………………..

………………………………………………………

For and on behalf of [ASSIGNOR]

By its authorized representative

We hereby consent to the assignment of the Agreement to [ASSIGNEE].

Signed: ……………………………………………..

For and on behalf of [CONTINUING PARTY]

By its authorized representative

Date: ………………………………………………..