<insert Sponsor/CRO/HREC address>

<DD-MMM-YYYY>

To whom it may concern,

**RE: Change of Principal Investigator (PI) responsibilities from <Current Principal Investigator> to <new Principal Investigator> from <DD-MMM- YYYY>.**

**STUDY:** <Study Name and Number>

**SPONSOR:** <Sponsor Name>

This is to inform you of a temporary delegation of Principal Investigator for the above study for the period <DD-MMM-YYYY> to <DD-MMM- YYYY> due to <Reason/rationale for change of PI>. < Name of temporary Principal Investigator) > will be assuming Principal Investigator responsibility for this study during this period.

Study procedures and documents will be updated as per Epworth HealthCare Standard Operating Procedures and where applicable per instruction from the Sponsor.

Yours Sincerely,

<insert name>

Effective Date – DD-MMM-YYYY.

DECLARATIONS:

I confirm transfer of all study related Principal Investigator (PI) responsibilities to

<Name of New Principal Investigator>

Print Name: **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

# Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_

I accept transfer of all study related Principal Investigator (PI) responsibilities from

<Name of Principal Investigator>

Print Name: **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

# Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

cc: HREC