

Assignment Letter Journalist

Global News Network Letterhead

November 11, 2024

Samantha Lee

123 Journalism Lane

New York, NY 10001

Dear Samantha,

Subject: Assignment Letter

We are pleased to assign you to cover the upcoming United Nations Climate Change Conference, which is scheduled to take place from December 1, 2024, to December 12, 2024, at the International Convention Center in Paris, France. This assignment presents an exciting opportunity to delve into a significant event that is anticipated to garner substantial public interest and impact global environmental policies.

Assignment Details:

- **Event/Topic:** United Nations Climate Change Conference
- **Assignment Duration:** Starting November 25, 2024, until December 15, 2024
- **Key Objectives:**
 - Provide comprehensive coverage of the conference, including pre-event anticipations, live updates, and post-event analysis.
 - Conduct in-depth interviews with key participants, including policymakers, environmental activists, and scientists.
 - Investigate and report on the broader implications of the conference outcomes on global climate initiatives.
- **Expected Deliverables:**

- Daily updates and articles for online publication throughout the duration of the conference.
- A feature-length article summarizing the conference outcomes, to be submitted by December 20, 2024.
- Multimedia content, including photos and videos, to enhance the digital storytelling experience.
- **Resources Provided:**
 - Press credentials for access to all conference sessions.
 - Travel and accommodation arrangements in Paris.
 - Contact information for initial sources and experts provided in the attached briefing packet.

Please confirm your acceptance of this assignment by signing and returning this letter by November 18, 2024. Additional documentation, including a detailed briefing packet and contact list, will be provided upon your acceptance.

We trust in your journalistic skills and look forward to your insightful reporting and engaging storytelling on this important assignment. Should you require further information or support, please do not hesitate to contact our assignment coordinator, Emily Grant, at emily.grant@globnewsnet.com.

Thank you for your dedication to delivering impactful journalism.

Sincerely,

John Carter
Editor-in-Chief
Global News Network
john.carter@globnewsnet.com

Acknowledgment by Journalist:

I, Samantha Lee, hereby acknowledge the receipt of this assignment letter and accept the responsibilities and deliverables outlined herein.

Journalist's Signature: _____

Date: _____