

Departmental Resource Allocation Change Notification

Dear Team,

We hope this message finds you well. This letter is to inform you about some upcoming changes to our resource allocation that will take effect starting [Effective Date].

As part of our ongoing effort to optimize departmental efficiency and meet our project goals, the following changes will be implemented:

- **Resource A:** Allocated to [Team/Project Name]
- **Resource B:** Reassigned to [Team/Project Name]
- **Budget Adjustment:** [Details about budget changes]

We believe these adjustments will enhance our performance and support our strategic objectives. Please ensure that you update your plans accordingly.

If you have any questions or need further clarification, do not hesitate to reach out to me directly.

Thank you for your understanding and continuous support.

Best regards,

[Your Name]

[Your Job Title]

[Your Contact Information]