

Subject: Notification of Ongoing Resource Allocation Changes

Date: [Insert Date]

To: [Recipient Name]

From: [Your Name]

Department: [Your Department]

Dear [Recipient Name],

I hope this message finds you well. I am writing to inform you of ongoing changes to our resource allocation that will affect [specific department/team/project].

As part of our efforts to optimize operations and improve efficiency, we are reallocating resources as follows:

- [Detail Resource 1: Type and allocation changes]
- [Detail Resource 2: Type and allocation changes]
- [Detail Resource 3: Type and allocation changes]

These changes will take effect on [Effective Date]. We believe these adjustments will better align with our strategic objectives and enhance overall productivity.

Should you have any questions or require further clarification regarding these changes, please do not hesitate to reach out.

Thank you for your understanding and cooperation.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]