

Resource Allocation Adjustment Notice

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Name]

Subject: Resource Allocation Adjustment

Dear [Recipient's Name],

We are writing to inform you of an adjustment to the resource allocation for [Project/Department Name] effective [Effective Date]. This decision was made after careful consideration of the current project requirements and organizational priorities.

The details of the adjusted resource allocation are as follows:

- Resource Type: [Type of Resource]
- Previous Allocation: [Previous Amount]
- Adjusted Allocation: [New Amount]
- Reason for Adjustment: [Brief Explanation]

We believe that these adjustments will help us to achieve our goals more effectively. Please feel free to reach out to me if you have any questions or require further clarification.

Thank you for your understanding and cooperation.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]