

Resource Allocation Adjustment Notification

Date: [Insert Date]

To: [Project Manager's Name]

From: [Your Name]

Subject: Resource Allocation Adjustments for [Project Name]

Dear [Project Manager's Name],

We hope this message finds you well. After reviewing the current progress and resource utilization for the [Project Name], we have determined that adjustments in resource allocation are necessary to ensure project success.

The following changes will take effect immediately:

- **Increase in Resources:** [Specify resources and the nature of the increase]
- **Decrease in Resources:** [Specify resources and the nature of the decrease]
- **New Resource Assignments:** [Specify any new resources assigned]

We believe that these adjustments will enhance team productivity and project outcomes. Please feel free to reach out if you have any questions or require further clarification.

Thank you for your continuous efforts and dedication to the project.

Sincerely,

[Your Name]

[Your Title]

[Your Contact Information]