

Resource Assignment Details

Date: [Insert Date]

To: [Subcontractor Name]

From: [Your Company Name]

Subject: Resource Assignment Details

Dear [Subcontractor Name],

We are pleased to inform you that your resources have been assigned to the following project:

Project Name:

[Project Name]

Assigned Resources:

- **Name:** [Resource Name 1] - **Role:** [Role 1]
- **Name:** [Resource Name 2] - **Role:** [Role 2]
- **Name:** [Resource Name 3] - **Role:** [Role 3]

Assignment Duration:

From: [Start Date] To: [End Date]

Contact Information:

If you have any questions, please feel free to reach out to [Contact Name] at [Contact Email] or [Contact Phone].

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]