

Resource Sharing Policy Guidelines

Date: [Insert Date]

[Your Organization's Name]

[Your Organization's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

We are pleased to share our Resource Sharing Policy Guidelines aimed at fostering collaboration and efficient use of our resources.

1. Purpose

The purpose of this policy is to outline the principles and procedures for sharing resources among organizations.

2. Scope

This guideline applies to all employees and departments involved in resource sharing activities.

3. Resource Types

Resources available for sharing include but are not limited to:

- Equipment
- Facilities
- Personnel

4. Guidelines

All requests for resource sharing must be submitted in writing. Approval will be based on availability and alignment with organizational goals.

5. Responsibilities

Both parties sharing resources are responsible for the care and return of shared items in the same condition.

6. Review

This policy will be reviewed annually and updated as necessary.

Thank you for your attention to these guidelines. Should you have any questions or need clarification, feel free to reach out.

Sincerely,

[Your Name]

[Your Position]

[Your Organization]