

ERP Implementation Readiness Assessment

Date: [Insert Date]

To: [Recipient Name]

From: [Your Name]

Subject: ERP Implementation Readiness Assessment

Dear [Recipient Name],

As we prepare for the upcoming implementation of our Enterprise Resource Planning (ERP) system, it is crucial that we assess our current readiness to ensure a smooth transition. This letter serves as a formal invitation for you to participate in the ERP Implementation Readiness Assessment.

Assessment Objectives

- Evaluate current processes and systems
- Identify gaps and challenges
- Determine resource allocation and training needs

Assessment Process

The assessment will involve the following steps:

1. Review of existing processes
2. Interviews with key stakeholders
3. Surveys for team insights
4. Analysis of findings and recommendations

Timeline

The assessment will take place from [Start Date] to [End Date]. We will aim to complete all interviews and surveys by [Completion Date].

We value your input and participation in this critical assessment. Please confirm your availability for the necessary discussions or if you have any questions regarding the process.

Thank you for your collaboration.

Sincerely,

[Your Name]

[Your Title]

[Your Organization]

[Your Contact Information]