IT Resource Assignment for Infrastructure Upgrade

Date: [Insert Date]

To: [Employee's Name]

From: [Your Name]

Subject: Assignment of IT Resources for Infrastructure Upgrade

Dear [Employee's Name],

We are pleased to inform you that you have been assigned to lead the IT resources required for our upcoming infrastructure upgrade project. The upgrade is scheduled to commence on [Start Date] and is expected to be completed by [End Date].

Your key responsibilities will include:

- Assessing current infrastructure and identifying areas for improvement.
- Coordinating with vendors for procurement of necessary hardware and software.
- Managing the implementation timeline and ensuring deadlines are met.
- Providing regular updates to the management team on project progress.

Please prepare a detailed action plan by [Deadline for Action Plan] and share it with the management team for review.

Should you have any questions or need further assistance, do not hesitate to reach out.

Thank you for your commitment to this important project.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]