

IT Disaster Recovery Team Assignment

Date: [Insert Date]

To: [Team Member's Name]

Subject: Assignment to the IT Disaster Recovery Team

Dear [Team Member's Name],

We are pleased to inform you that you have been selected to be part of the IT Disaster Recovery Team. Your skills and experience will be invaluable in ensuring the effectiveness of our disaster recovery plans.

Your responsibilities will include:

- Participating in regular disaster recovery training sessions.
- Assisting in the development and testing of recovery plans.
- Collaborating with other team members to identify potential risks.
- Documenting recovery procedures and protocols.

Please confirm your acceptance of this assignment by [Insert Response Date]. We look forward to your contributions in making our IT disaster recovery process robust and effective.

Best regards,

[Your Name]

[Your Title]

[Your Contact Information]