

Company IT Resource Evaluation Guide

Date: [Insert Date]

To: [Recipient Name]

From: [Your Name]

Subject: IT Resource Evaluation

Dear [Recipient Name],

As part of our ongoing efforts to optimize our IT resources and improve overall efficiency, we are conducting an evaluation of our current IT assets. This evaluation will enable us to identify areas of strength and those needing enhancement.

Evaluation Areas

- Hardware Inventory
- Software Utilization
- Network Performance
- Security Protocols
- User Accessibility

Please prepare a detailed report on the above areas by [Insert Deadline]. Your insights will be invaluable in guiding our future IT strategies and investments.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Contact Information]