

Project Staffing Timeline

Date: [Insert Date]

To: [Recipient Name]

Company: [Recipient Company]

Subject: Contractor Project Staffing Timeline for [Project Name]

Dear [Recipient Name],

We are pleased to provide you with the staffing timeline for the [Project Name] project. Below is a breakdown of the project phases and the corresponding staffing requirements:

Project Phases and Staffing Requirements

Phase	Start Date	End Date	Staff Required
Phase 1: Planning	[Start Date]	[End Date]	[Number of Staff]
Phase 2: Development	[Start Date]	[End Date]	[Number of Staff]
Phase 3: Testing	[Start Date]	[End Date]	[Number of Staff]
Phase 4: Deployment	[Start Date]	[End Date]	[Number of Staff]

Conclusion

We are committed to ensuring that all phases of the project are adequately staffed and executed on time. Please feel free to reach out if you have any questions or require further details.

Best Regards,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]