

Notice of Changes in Contractor Workforce

Date: [Insert Date]

To: [Insert Recipient's Name]

From: [Insert Your Name]

Subject: Notification of Changes in Contractor Workforce

Dear [Recipient's Name],

We are writing to inform you about upcoming changes in our contractor workforce. As part of our ongoing efforts to optimize operations and improve efficiency, the following changes will take effect starting [Insert Effective Date]:

- [Detail 1: Description of contractor change]
- [Detail 2: Description of contractor change]
- [Detail 3: Description of contractor change]

We understand that these changes may raise questions, and we are here to support you through this transition. Please feel free to reach out to me directly at [Insert Your Contact Information] if you have any queries or need further clarification.

Thank you for your understanding and cooperation.

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Your Contact Information]