

Contractor Reallocation Notice

Date: [Insert Date]

To: [Contractor's Name]

[Contractor's Address]

Dear [Contractor's Name],

We hope this message finds you well. We are writing to inform you of a reallocation of your current contract as per the needs of our project and organizational requirements. This decision was made after careful consideration of various factors.

Your new assignment will be to [New Assignment Details], starting on [Start Date] and concluding on [End Date]. Please ensure that you transition your current responsibilities accordingly.

If you have any questions or require further clarification regarding this reallocation, feel free to reach out to us at [Contact Information]. We appreciate your cooperation and understanding during this transition.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Company Contact Information]