

# Contractor Staffing Adjustment Notice

Date: [Insert Date]

To: [Contractor's Name]

Address: [Contractor's Address]

Dear [Contractor's Name],

We are writing to formally notify you of an adjustment in the staffing arrangement for your contract with [Company Name]. This decision is effective as of [Effective Date].

The adjustment will involve [briefly explain the nature of the staffing adjustment, e.g., reduction in hours, change in personnel, etc.]. This change has been made to [provide reason for the adjustment, e.g., align with project needs, optimize workforce, etc.].

We appreciate your understanding in this matter and look forward to your continued cooperation. Please feel free to reach out if you have any questions or require further clarification.

Thank you for your attention to this notice.

Sincerely,

[Your Name]

[Your Title]

[Your Company]