

# Workforce Distribution Plan

Date: [Insert Date]

To: [Recipient Name]

From: [Your Name]

Subject: Workforce Distribution for [Project Name]

Dear [Recipient Name],

We are pleased to present the workforce distribution plan for the [Project Name] construction project. This document outlines the allocation of personnel across various project phases in order to ensure efficiency and effectiveness in operations.

## Workforce Allocation

Phase	Role	Number of Personnel
Phase 1: Site Preparation	Laborers	10
Phase 2: Foundation	Stone Masons	5
Phase 3: Framing	Carpenters	8
Phase 4: Roofing	Roofers	4
Phase 5: Finishing	Finishers	6

## Conclusion

Please review this workforce distribution plan and provide any feedback by [Feedback Deadline]. Your cooperation is vital to the successful execution of the project.

Thank you for your attention.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Contact Information]