

# Workforce Allocation Revision

Date: [Insert Date]

To: [Recipient Name]

From: [Your Name]

Subject: Revision of Workforce Allocation for [Project Name]

Dear [Recipient Name],

We are writing to inform you of revisions regarding the workforce allocation for the [Project Name]. After a comprehensive review of our current project requirements and timelines, we have identified the need to adjust the distribution of personnel to enhance project efficiency.

The following changes will take effect starting [Effective Date]:

- [Position/Role]: [Number of Workers] - [New Allocation]
- [Position/Role]: [Number of Workers] - [New Allocation]
- [Position/Role]: [Number of Workers] - [New Allocation]

We believe these adjustments will facilitate a smoother workflow and contribute to the timely completion of the project. Please feel free to reach out if you have any questions or require further clarification regarding these changes.

Thank you for your understanding and cooperation.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]

[Company Name]