

Resource Reassignment Notification

Date: [Insert Date]

To: [Recipient Name]

Position: [Recipient Position]

Company: [Recipient Company]

Dear [Recipient Name],

We are writing to inform you about the reassignment of resources for the ongoing construction project at [Project Location]. Due to [reason for reassignment], we will be reallocating the following resources effective [start date]:

- **Resource Type:** [e.g., manpower, equipment]
- **Quantity:** [Number]
- **New Assignment:** [Description of new assignment]

Please ensure that the reassigned resources meet the new project requirements and are integrated into the ongoing operations without delay.

If you have any questions or require further information, please do not hesitate to contact me at [Your Contact Information].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company]