

Resource Utilization Report

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Name]

Subject: Resource Utilization Report for [Project Name]

Introduction

This report summarizes the utilization of resources for the [Project Name] during the period of [Start Date] to [End Date].

Resource Summary

Resource Type	Planned Utilization	Actual Utilization	Variance
Labor	[Planned Hours]	[Actual Hours]	[Variance]
Equipment	[Planned Usage]	[Actual Usage]	[Variance]
Materials	[Planned Quantity]	[Actual Quantity]	[Variance]

Analysis

The analysis indicates that [brief analysis of the resource utilization].

Conclusion

In summary, [overall conclusion about resource utilization].

Recommendations

It is recommended that [list any recommendations based on the report].

Thank you for your attention to this report.

Sincerely,

[Your Name]

[Your Job Title]

[Your Contact Information]