

[Your Company Name]
[Your Company Address]
[City, State, Zip Code]
[Date]

[Client Name]
[Client Company Name]
[Client Address]
[City, State, Zip Code]

Subject: Notification of IT Resource Placement - [Resource Name]

Dear [Client Contact Name],

We are pleased to inform you that [Your Company Name] has assigned a dedicated IT professional to support your organization as part of our outsourced services agreement.

Resource Details:

- **Name:** [Resource Full Name]
- **Role:** [e.g., Senior Systems Administrator / Support Engineer]
- **Start Date:** [Start Date]
- **Primary Responsibilities:** [Brief description of duties]

[Resource Name] possesses extensive experience in [Key Skill/Technology] and has been fully briefed on your current IT infrastructure and project requirements. We are confident that their expertise will be a valuable asset to your team.

Onboarding and Access:

To ensure a smooth transition, please provide the necessary hardware, software licenses, and network access credentials by [Date]. [Resource Name] will report to [Manager Name] at your location/via remote platform at [Time] on their start date.

Should you have any questions regarding this placement or require further documentation, please contact me directly at [Your Phone Number] or [Your Email Address].

We look forward to our continued partnership.

Sincerely,

[Your Signature]

[Your Name]
[Your Title]
[Your Company Name]