

Directive Letter for Team Task Implementation

Subject: Implementation of New Project Management System

Dear Team,

This letter serves as a directive to initiate the use of our newly adopted project management system effective from October 15, 2025. The system is designed to streamline task allocation, improve communication, and enhance project tracking across all departments.

Each department head is required to ensure that their teams are trained and prepared for the transition. Training materials and user manuals have been shared via email. All current projects should be migrated to the new system by the stated deadline.

Compliance with this directive is mandatory, and progress reports must be submitted weekly to the operations office until the transition is complete. Should you encounter any challenges, please report them immediately to the IT support team.

Your cooperation and diligence in executing this directive are highly appreciated.

Sincerely,

[Your Name]

Director of Operations

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