**Date:**

**To**

**[The Recipient]**

**RE. ANNOUNCEMENT OF PROJECT COMMENCEMENT AND APPREHENSION W.E.F 01-09-21**

Dear Employees,

This letter serves as an announcement of the official commencement of a project and its apprehension to the selected team members.

With reference to the cited subject, this letter announces the date and initial procedures of project no. 4713-D. Project no. 4713-D deals with the development of the applications and website for the SK High State Agency. SK High State Agency is a real estate company that deals with the sale, purchase, and renting out the spaces at residential and commercial levels. SK High is a newly established real estate company and has proposed to us the project of providing them with the development of a website and multiple mobile applications with a high interface.

There is one website having all other undertakings in its subsidiary sections i.e., Sale, Purchase, and Rent. Similarly, they want to develop three mobile phone applications that include one for the hostels, one for the sale and purchase of the residential and commercial spaces, and one for the investment and partnership programs. The applications need to be user-friendly, easy to access, and highly comprehensible. All the subtleties have to be avoided and unnecessary interference needs to be excluded.

This project deals with the Department of IT of our company which will be supervised and scrutinized by the Managing Director, General Manager, Manager Finance, Project Manager, and Manager Human Resources. The project shall be officially kickoff from 01-09-21 with the meeting of all the mentioned persons or their personation. All the professionals of IT including IT Manager, Assistant Manager IT, Web Developers, Web Designers, Head of the APP Management and Design, and Software Managers are requested to attend the meeting at 11 AM in the conference room no. 3 on 01-09-21.

Thank you.

Regards  
Geller Lockhart  
Project Manager  
HiTech Group of IT & Software  
90-C/11, FnC Market, Orlando  
Florida, USA