| ***To:*** | *opdirector@officegreen.com; hrspecialist@officegreen.com; srvp@officegreen.com* |
| --- | --- |
| ***Subject:*** | ***[Action Required] Plant Pals Project - Not enough drivers to fill orders*** |
| Good Morning! My name is Angela Brown, and I am the Project Manager for the Office Green Plant Pets project. We are making **great** progress but also have hit a roadblock.  We currently don’t have enough drivers to deliver all of the orders on time. So far, the drivers have delivered only 80% of the plants successfully. Customer satisfaction has suffered, and some customers have already canceled their subscriptions.  The team needs to raise the on-time delivery rate to at least 90% to avoid sending the next batch out late. A delay could create even more issues—setting back the project timeline, risking product quality, and hurting revenue.  Possible solutions:   1. Host a hiring fair 2. Approve temporary overtime until delivery routes are optimized   I would like to schedule a time to discuss.  Please select a meeting time at your convenience using the link below.  Thank you for your time!  Warmly,  Angela Brown  Project Manager  888-880-9845 | |

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