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| **To**: Financial Analyst, Fulfillment Director, Human Resource Specialist, Quality Assurance Tester, Customer Service Manager, IT Manager, Inventory Manager, Training Manager |
| **CC**: Director of Product |
| **Subject**: First batch issues—let’s discuss! |
| **Opening:**  Hi Team,  Thank you again for all the work you put into launching the first test batch of Plant Pals! There are now plants sprucing up offices around the region, thanks to you. |
| **Body:**  Unfortunately, the test batch ran into a few hiccups, which I want to discuss at a meeting. This isn’t about “who did it,” but a way to get some plans in place so we can get those issues resolved for the next batch. Please hold Thursday at 2pm on your calendars. |
| **Closing:**  See the attached meeting agenda, and come prepared ready to discuss, strategize, and brainstorm ways to improve our operations and our customer’s experience. Look for a meeting invite shortly.  Thanks again, and see you Thursday! |
| **Signature:** Name, Project Manager    **Attachments:** |