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To: David Chen [david.chen@amazon.com](mailto:david.chen@amazon.com" \t "/Users/trl/Documents\\x/_blank)​

Subject: Seeking Advice on Leading a Sub-Team​

Dear David,​

I hope you’re doing great. I know you’ve been with Amazon for quite some time and have extensive experience leading teams, so I’m reaching out for some advice.​

As part of the new checkout optimization project I’m working on, I’ve been asked to lead a small sub-team focused on developing the front-end interface. This is my first time taking on a leadership role like this, and while I’m excited, I’m also a bit nervous.​

Do you have any tips on how to effectively manage a team, especially when it comes to handling different personalities and ensuring everyone is on the same page? Also, any advice on balancing my own development tasks with team leadership responsibilities?​

I’d really appreciate any insights you can share.​

Thanks in advance.​

Best regards,​

Luke Anderson