Email prompt reflections

## Prompt

I need to thank a team of people who’ve gone above and beyond. Give me a draft email to thank the sales team for their hard work on a project.

## Output

## Subject: Huge Thanks for Crushing the [Project Name] Project!

Hi Team,

I wanted to take a moment to express my sincere gratitude for your incredible hard work and dedication on the [Project Name] project.

Your [mention specific examples of their efforts, e.g., creativity in overcoming challenges, exceeding targets], truly went above and beyond expectations. Thanks to your efforts, we were able to [mention the positive outcome of the project, e.g., secure X new clients, achieve Y% sales growth].

I know this project wasn't always easy, but your [mention positive qualities they displayed, e.g., teamwork, perseverance, positive attitude] truly shone through. You should all be incredibly proud of yourselves!

[Optional: If there's a company-wide recognition program, mention it here. "I've also nominated the entire team for the company's 'Going the Extra Mile' award."]

Thanks again for everything. You're an amazing team!

Best,

[Your Name]

## Notes

List at least three ways that the output meets your needs:

* Appropriate format of email
* Subject included
* Proper expression of gratitude

List at least three ways that the output should be adjusted to better meet your needs:

* More specific information about the team
* Improved tone or way of expressing if I wanted it more formal or informal
* Output might have been a little creative with improved vocabulary

## Observations

With improved prompts, we can obtain improved outputs from AI models. We can change the tone of expression by specifying it to the model. Conversational AI tools help me for solving different problems, generating content such as summary or emails, and generate improved results with well defined prompts.