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| ***To:*** | *opdirector@officegreen.com; hrspecialist@officegreen.com; srvp@officegreen.com* |
| ***Subject:*** | [Action Required] Insufficient Delivery Drivers Causing Delays in Plant Pals Orders |
| Dear Team,  I hope this message finds you well. Thank you all for your continued hard work on the Plant Pals project.  My name is Yuvarekha, and I am the Project Manager overseeing the Plant Pals operations.  I am writing to bring to your attention an issue that is impacting our delivery schedule. Currently, we do not have enough delivery drivers to ensure all Plant Pals orders are delivered on time.  This shortage has resulted in multiple late deliveries, which is affecting customer satisfaction and our service quality. If not addressed promptly, it could lead to increased customer complaints and potential loss of business.  To mitigate this issue, I propose that we immediately initiate a hiring campaign to onboard additional delivery drivers. I recommend scheduling a hiring day and expediting the onboarding process for new hires. Additionally, optimizing our current delivery routes could help alleviate some of the pressure in the interim.  Could we arrange a meeting this week to discuss these recommendations and any other potential solutions? Your prompt attention and action on this matter would be greatly appreciated.  Thank you for your time and cooperation.  Best regards,  Yuvarekha Project Manager, Plant Pals yxm5347@gmail.com | |

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