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| ***To:*** | *opsdirector@officegreen.com; productdirector@officegreen.com; hrspecialist@officegreen.com; srvphr@officegreen.com* |
| ***Subject:*** | [Action Required] Shortage of drivers to deliver all the orders on time for Plant Pals project. |
| Dear All,  Good day.  I am AB project manager of Plant Pals project and reaching out to you in regards of delivery plan of Plant Pals project.  We have started the delivery of Plant Pals project on time and thanks to the commitment from the drivers to achieve the deadline.  **Issue**: As we are progressing, we have delivered only 80% of the plants successfully which affected customer satisfaction, and some customers have already canceled their subscriptions.  **Impact of the issue**: We need to raise the on-time delivery rate to at least 90%. A delay could create even more issues setting back the project timeline, risking product quality, and hurting revenue.  **Next steps: If required,** we can increase the intake of delivery drivers to reach the target. Let me know your thoughts and a suitable time when we can discuss this and reach to the solution.  Thanks for the support this far. I am sure that with a focused discussion we will be able to resove the current situation.  Thanks,  Ananda Bhaumik | |

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