

From: CEO, SAGE Ltd
To: All Employees
Subject: Q1 Company Performance
Date: 2025-02-22 08:00 AM

Dear Team,

I am pleased to announce that SAGE Ltd has exceeded Q1 targets. Our key projects—Phoenix, Orion, and Nova—are progressing well thanks to your efforts.

Highlights:

- Phoenix: Core modules integrated; testing phase.
- Orion: Design 80% complete; client feedback incorporated.
- Nova: Initial requirements set; client discussions ongoing.

We will soon introduce new tools for better project tracking and document sharing.

Thank you for your dedication.

Sincerely,
CEO, SAGE Ltd