

To:	opsdirector@officegreen.com ; productdirector@officegreen.com ; hrspecialist@officegreen.com ; svphr@officegreen.com
Subject:	<i>Decision on Plant Pals Delivery Production</i>
<p>Hello Team,</p> <p>I hope this email finds you well. I have been assigned as the project manager for the plant pals project launch.</p> <p>We currently do not have enough drivers to execute a successful delivery service on time and in accordance with our project goals.</p> <p>This will potentially cause customer dissatisfaction and some cancelled subscriptions, leading to poor customer retention down the road and risking our product quality and hurting product revenue.</p> <p>Some of our proposed solutions would be to allocate more budget reserve to hiring more drivers, taking a second look at the delivery route and assigning team members to make more efficient delivery routes or a budget increase request to buy more trucks and hire more drivers. We believe that our second option is the most cost-effective and are looking for your insight and approval before we execute.</p> <p>Regards,</p> <p>Kyle Jerome N. Santos Project Manager</p>	