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| ***To:*** | *opsdirector@officegreen.com; productdirector@officegreen.com; hrspecialist@officegreen.com; srvphr@officegreen.com* |
| ***Subject:*** | ***Decision on Plant Pals Delivery Production*** |
| Hello Team,  I hope this email finds you well. I have been assigned as the project manager for the plant pals project launch.  We currently do not have enough drivers to execute a successful delivery service on time and in accordance with our project goals.  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.  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.  Regards,  Kyle Jerome N. Santos  Project Manager | |

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