Email prompt reflections

## Prompt

I want to write a heartfelt email to the sales team because of their excelent work on bringing in a big client. Give me a draft

## Output

Subject: Heartfelt Appreciation for Outstanding Sales Efforts

Dear Sales Team,

I hope this message finds you well. I wanted to take a moment to express my heartfelt appreciation for the exceptional work and dedication you've shown in bringing in [Client's Name]. Your efforts have truly made a significant impact on our company, and I am immensely proud to be a part of such a talented and hardworking team.

The successful acquisition of [Client's Name] is a testament to your expertise, perseverance, and commitment to excellence. Your strategic approach, attention to detail, and relentless pursuit of customer satisfaction have not gone unnoticed. It is because of your efforts that we continue to grow and thrive in the competitive market.

I want to personally thank each and every one of you for your contributions to this achievement. Your teamwork, professionalism, and passion for what you do are truly inspiring. Let's continue to build on this success and work together to achieve even greater milestones in the future.

Once again, thank you for your outstanding work. You are valued and appreciated more than words can express.

Warm regards,

[Your Name]

## Notes

List at least three ways that the output meets your needs:

* It gives compliments to the team
* Validates the team’s effort
* Impulses similar behavior in the future

List at least three ways that the output should be adjusted to better meet your needs:

* It’s too long
* A little repetitive
* There’s no section to talk further about the impact

## Observations

[Write 3–5 sentences with observations about using a conversational AI tool to draft an email.]

1. It’s easy to draft when there’s context about the message you want to communicate
2. It’s important to be clear on how you expect the output to look like, tone, length and context are key
3. Improve the output by giving feedback, after all AGI works with reinforcement too.