

Dear Ahmed,

I am writing this e-mail to inform you that I have noticed a low moral on your department, you know that the healthy work environment is needed to all our staff to easily achieve our goals and targets.

Kindly send me your thoughts about this, and I suggest to meet your team out of the work place, and do an unformal outing with them to hear their problems and clear our vision to them to pass this situation.

I am waiting to see your action plan and the feedback after apply it.

Your faithfully

Mohamed Fathi