

Dear Head of the Financial Department,

I hope you are doing well. I have noticed that morale in the financial department seems low, and it is starting to affect the team's performance. This is something we need to fix quickly to ensure everyone stays motivated and productive.

Here are a few steps I would like you to take:

- 1. Talk to the Team: Have a meeting to understand what's bothering them and how they feel.**
- 2. Celebrate Successes: Make sure to recognize and thank the team for their hard work and effort.**
- 3. Offer Support: Provide any help, training, or resources they might need.**
- 4. Ask for Feedback: Create a way for the team to share their ideas or concerns regularly.**

Please put together a plan to address this and send it to me by next week. I would like us to work together to create a positive and supportive work environment for the team.

Thank you for handling this with care. Let me know if you need any help from my side.

Best regards,

CEO