

Dear [JOHN]

I have a concern about the current performance of the Financial Department. It seems to me that the team is experiencing low morale status which is affecting their performance and productivity.

Of course I understand the current economic climate that we are facing but the performance of your team is below expectations compared to other departments. I suggest that we need to meet tomorrow morning to discuss this matter in detail.

Also I recommend organizing a motivation session with your team as soon as possible as a low morale can affect the department's success. Let's discuss how we can solve these issues with each other and improve the situation.

Please let me know your availability for a meeting tomorrow morning.

Best regards,

[Ahmed Kawash]

CEO,