

Transportation Department Operational Update

Date: [Insert Date]

Dear Team,

We would like to provide you with the latest operational updates within the Transportation Department:

1. New Procedures

As of [Effective Date], all drivers are required to follow the new pre-trip inspection procedures as outlined in the updated manual.

2. Fleet Maintenance

The maintenance schedule for all vehicles has been updated to ensure better performance and safety. Please check the schedule in the shared drive.

3. Training Sessions

We will be hosting mandatory training sessions on [Dates] for all staff. Please make sure to attend as we will cover important topics regarding safety and efficiency.

4. Feedback Request

Your feedback is essential for continuous improvement. Please send your suggestions to [Email Address] by [Deadline].

Thank you for your hard work and dedication. Together, we can ensure the success of our operations.

Best regards,

[Your Name]

[Your Title]

Transportation Department