

Operational Concerns Addressed to Franchisee

Date: [Insert Date]

To: [Franchisee Name]
[Franchisee Address]
[City, State, Zip Code]

Dear [Franchisee Name],

I hope this message finds you well. We would like to bring to your attention some operational concerns that have been observed at your franchise location.

1. Staff Training: It has come to our attention that the training of new staff members has not been conducted in accordance with our training guidelines. We recommend a review of the training materials and schedules.

2. Inventory Management: We have noticed inconsistencies in inventory reporting. Please ensure that all stock counts are updated weekly to maintain accurate records.

3. Customer Service: Feedback from customers indicates that service times have increased. We encourage you to evaluate staff efficiency and consider implementing strategies to enhance service delivery.

We believe that addressing these concerns promptly will lead to improved performance and customer satisfaction at your franchise. Please feel free to reach out if you need any assistance or resources to help implement these changes.

Thank you for your attention to these matters. We look forward to your prompt action.

Sincerely,

[Your Name]
[Your Position]
[Company Name]
[Contact Information]