

# Team Collaboration Assessment

Date: [Insert Date]

To: [Recipient Name]

From: [Your Name]

Subject: Team Collaboration Assessment Results

Dear [Recipient Name],

I hope this message finds you well. This letter serves to provide you with an assessment of our team collaboration efforts over the past [insert time frame].

## Assessment Overview

The purpose of this assessment is to evaluate our team's effectiveness in collaborating on projects and achieving our goals. The criteria used for this evaluation include communication, teamwork, conflict resolution, and contribution of ideas.

## Key Findings

- Communication: [Strengths and weaknesses]
- Teamwork: [Strengths and weaknesses]
- Conflict Resolution: [Strengths and weaknesses]
- Contribution of Ideas: [Strengths and weaknesses]

## Recommendations

Based on the findings, I would recommend the following actions to enhance our collaboration:

- [Recommendation 1]
- [Recommendation 2]
- [Recommendation 3]

Thank you for your attention to this matter. I look forward to discussing these findings and implementing improvements in our collaboration.

Sincerely,

[Your Name]

[Your Title]

[Your Contact Information]