

To: [Recipient's Name]

From: [Your Name]

Date: [Date]

Subject: Evaluation of Internal Communication Plan

Dear [Recipient's Name],

I hope this message finds you well. As part of our ongoing efforts to enhance our internal communication strategy, we have conducted a comprehensive evaluation of our current plan. Below are the key findings and recommendations:

Overview of Evaluation

- Assessment of communication channels.
- Employee feedback and engagement levels.
- Analysis of message clarity and impact.

Key Findings

1. Strengths: [List strengths]
2. Areas for Improvement: [List areas for improvement]

Recommendations

Based on the findings, we recommend the following actions to optimize our communication plan:

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

We look forward to discussing these insights further and collaborating on implementation strategies. Please let me know a convenient time for a follow-up meeting.

Best regards,

[Your Name]

[Your Position]

[Your Contact Information]