

# Internal Communication Strategy Assessment

Date: [Insert Date]

To: [Recipient Name]

From: [Your Name]

Subject: Assessment of Internal Communication Strategy

Dear [Recipient Name],

I am writing to provide an assessment of our current internal communication strategy. The aim of this assessment is to evaluate the effectiveness of our communication channels and identify areas for improvement.

## 1. Current Communication Channels

- Email
- Intranet
- Team Meetings
- Internal Newsletters

## 2. Strengths

[Insert strengths here, e.g., "Regular updates through newsletters keep employees informed."]

## 3. Areas for Improvement

[Insert areas for improvement here, e.g., "Enhance employee feedback mechanisms."]

## 4. Recommendations

[Insert recommendations here, e.g., "Implement a quarterly employee engagement survey to gather feedback."]

Thank you for your attention to this matter. I look forward to discussing these findings and developing an action plan together.

Best regards,

[Your Name]

[Your Position]

[Your Contact Information]