

Staff Communication Approach Assessment

Date: [Insert Date]

To: [Staff Member's Name]

From: [Your Name]

Subject: Assessment of Communication Approach

Dear [Staff Member's Name],

I hope this message finds you well. The purpose of this letter is to assess your current approach to staff communication within our organization. Effective communication is vital for fostering a collaborative work environment, and your insights will be invaluable.

Evaluation Criteria

- Clarity of messages
- Timeliness of information sharing
- Feedback mechanisms
- Team engagement strategies

Please take a moment to reflect on these criteria and provide your feedback by [Insert Deadline]. Your input will help us improve our overall communication strategies.

Thank you for your cooperation and dedication to enhancing our team's communications.

Best regards,

[Your Name]

[Your Position]

[Your Contact Information]