

Team Expectations Framework

Date: [Insert Date]

To: [Team/Department Name]

From: [Your Name/Position]

Dear Team,

As we move forward in our projects and collaboration, it is essential to establish a clear set of expectations that will guide our work together. Below are the key elements of our team expectations framework:

1. Communication

- Maintain open and honest communication.
- Provide timely updates on project progress.
- Encourage feedback and discussions.

2. Accountability

- Take responsibility for individual tasks and commitments.
- Support teammates in meeting their goals.
- Address challenges proactively.

3. Collaboration

- Work together to achieve common objectives.
- Share knowledge and resources.
- Respect diverse perspectives and ideas.

4. Professionalism

- Demonstrate respect towards one another.
- Honor deadlines and commitments.
- Maintain a positive and solution-oriented attitude.

By adhering to these expectations, we can create a productive and supportive work environment. Please take some time to reflect on these points and consider how you can contribute to our team's success.

Thank you for your commitment and dedication.

Sincerely,

[Your Name]

[Your Position]