IT Survey Summary for Stakeholders

Date: [Insert Date]

To: [Stakeholder Name]

From: [Your Name]

Subject: Summary of IT Survey Results

Dear [Stakeholder Name],

We recently conducted an IT survey among our staff to assess the current technology infrastructure and identify areas for improvement. Below is a summary of the key findings:

Survey Highlights

- **User Satisfaction:** 75% of respondents reported satisfaction with our current systems.
- **Performance Issues:** 30% indicated experiencing regular downtime affecting productivity.
- **Training Needs:** 40% expressed a need for additional training on software tools.
- **Suggestions for Improvement:** Majority suggested upgrades to hardware and software.

Next Steps

Based on these findings, we recommend the following actions:

1. Conduct a detailed analysis of downtime incidents.
2. Implement a regular training program for staff.
3. Evaluate and upgrade outdated technology resources.

Thank you for your attention to these important matters. We look forward to your feedback and any further discussions on how to enhance our IT capabilities.

Best regards,

[Your Name]

[Your Position]

[Your Contact Information]