

Team Capacity Evaluation for Task Management

Date: [Insert Date]

To: [Recipient Name]

From: [Your Name]

Subject: Team Capacity Evaluation

Dear [Recipient Name],

As part of our ongoing efforts to optimize task management and improve project efficiency, we have conducted a capacity evaluation of our team. Below are the findings and recommendations based on the evaluation:

Team Overview

- Team Members: [List of Team Members]
- Current Projects: [List of Current Projects]
- Total Available Hours: [Total Hours]

Evaluation Findings

[Brief description of the evaluation findings, including strengths and weaknesses]

Recommendations

1. [Recommendation 1]
2. [Recommendation 2]
3. [Recommendation 3]

We appreciate your attention to this matter and are looking forward to discussing these findings and recommendations in our upcoming meeting.

Best regards,

[Your Name]

[Your Position]

[Your Contact Information]