

Shared Service ROI Assessment

Date: [Insert Date]

To: [Recipient Name]

[Recipient Position]

[Recipient Company]

[Recipient Address]

Dear [Recipient Name],

We are pleased to present the ROI assessment for the shared services initiative undertaken by [Your Company/Department Name]. This assessment aims to analyze the financial benefits and overall value generated through the implementation of shared services across our operations.

Executive Summary

The purpose of this assessment is to evaluate:

- The financial savings achieved through economies of scale.
- The improvement in service quality and efficiency.
- The strategic advantages gained from shared services.

ROI Calculation

Based on our analysis, the ROI from this initiative is calculated as follows:

[Insert detailed calculations and results]

Recommendations

To maximize the benefits of shared services, we recommend the following:

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

We hope this assessment provides valuable insights into the shared services initiative and its impact on our organization. We look forward to discussing the findings and recommendations in further detail.

Best regards,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]