

Subject: Revisions to Team Communication Protocols

Dear Team,

I hope this message finds you well. After reviewing our current communication practices, I have proposed some revisions to enhance our collaboration and streamline our processes. Below are the key changes:

1. Weekly Check-ins

We will implement mandatory weekly check-in meetings every Monday at 10 AM to discuss ongoing projects and any challenges.

2. Updated Email Etiquette

Please use clear subject lines and tag relevant team members when sending emails to ensure prompt responses.

3. Communication Tools

We will be utilizing [specific tool] for project management and [specific tool] for instant messaging to enhance our real-time communication.

These changes will take effect on [insert date]. Please feel free to share your thoughts or any additional input you may have.

Thank you for your cooperation.

Best regards,

[Your Name]

[Your Position]

[Your Contact Information]