Email Communication

Student’s Name

Institution

Date

To: Amber, Savannah, and Stephen

From: Tim Rice

Subject: **Issues arise from an early conference call**

Dear Team Member,

From an early conference call, it is evident that there are issues that we should address for efficiently marketing campaign. It seems we have different perception regarding the marketing campaign and it may affect the result of our work.

There is a lack of factual communication among us and this is not a positive gesture for teammates (McQuerrey, 2015). As I believed that marketing campaign is on track and more adjustment is needed in some areas. It is positive to learn that Amber hold a different opinion and therefore, this should give us an opportunity to have further extensive discussion and time rework on the strategies. However, Amber would have been open to discuss the challenges without putting some of us on mute. Factual communication is a key to teamwork and lack of it can delay a delivery process and therefore, as a team it is better to be truthful to each other.

It also seems that there is a negative attitude among us. Based on the fact that Amber put me on hold while communicating a strategic point to the team members. It seems she has a negative attitude towards me. Negative attitude interferes with communication at a workplace and therefore, can make it difficult employees to complete a task or work together efficiently (Frost, 2018). It is, therefore, important for all of us to have a proper channel of communication and understanding.

I, therefore, request for face to face meeting for all the team members to work on the channels of communication and create better understanding on areas, which we have been overlooking. This meeting will allow us to create a good synergy and therefore, resolve the issues at hand for cohesive collaboration.

The face to face meeting can take place in the conference room at Knowledge Inc, company starting at 2.00 pm, on Wednesday, January 16, 2019. Please confirm or suggest alternative time and date, which is convenient for you.

I look forward to the meeting.

Thank you in Advance.

Yours Sincerely

Tim Rice.

# References

Frost, S. (2018). Communication Problems in the Workplace. *International Journal of Business and Communication*, 2-15.

McQuerrey, L. (2015). Office Communication ad Ettiquette. *Business and Management Journal* , 2-15.