

**Subject:**

Progress report for [starting date] – [ending date]

**Content:**

Dear [person],

I hope you are well and having a great week!

I am thrilled to share with you the most recent progress in our team. As usual, please let me know if you have any questions or concerns - happy to discuss!

**Accomplishments**

- Add accomplishment (ideally with a measured outcome) here.
- Add accomplishment (ideally with a measured outcome) here.

**Insights**

- Add an insight here.
- Add an insight here.

**High Fives**

- [person] was hugely helpful with [work that they did]
- Thanks to [person] for their indispensable support with [work that they did]

**Concerns**

- Add a concern here.
- Add a concern here.

**Next Steps**

- Add a next step in the forthcoming time period here.
- Add a next step in the forthcoming time period here.

You can also find attached to this email an image with a summary of the key metrics over the course of this period.

Let me know if you have any questions or want to dig into further specifics. Happy to help!

Thanks!

[your name]