

# Report on persuasive email senior management decision on outsourcing

[Business](#), [Company](#)



This is an urgent reminder to all departmental heads to present their reports on which services they would like to outsource. The deadline for presenting all the reports had been set for Thursday 16th August 2012. As of now only two departments have presented their reports.

All departments had received a communication from the chief executive officer's office (CEO) informing them of the board decision to approve the outsourcing of some of our operations. Each department head was to conduct an assessment of their function and determine which services could be outsourced with minimal risk to company secrets. They were then to present a report to the CEO before the mentioned date for analysis and approval.

The CEO's office is also conducting further research on outsourcing. The report from this study will reveal the possible advantages and disadvantages the company could face if it chooses to use this business process. The departmental reports are therefore needed to help in focusing the study on the specific outsourcing services needed by each department.

Each departmental head is reminded to identify the specific functions it would like to outsource. The report should give an argument as to why the service should be outsourced by listing the possible benefits against the potential risks. The most important aspect of the departmental report is the risk assessment of the outsourced services. The final recommendations should be listed in order of preference. This report will contribute to the final report that will be presented to the Board of Directors which will approve the final services that will be outsourced.

The new deadline for the departmental reports is Wednesday 22 August 2012 by noon. This will allow the office of the CEO to compile its final report before the next board meeting scheduled for Friday 24th of August. No further extensions will be given. For further instructions and directions, please contact the office of the CEO before close of business on Tuesday 21 August 2012.

**Regards**