

## Quick Internal Message About Team Communication

Subject: Please Stay Active in Team Communication Channels

Hi [Employee Name],

We've noticed you haven't been responding to messages in our work group chat. Your input is valuable, and your silence makes it difficult for the team to coordinate effectively.

Please check and respond to group messages regularly, especially during project hours. Consistent communication keeps everyone aligned and helps us meet our deadlines.

Let's get back on track with better engagement. Thank you!

Best,

[Your Name]

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