

[Sender Name]
[Sender Title]
[Organization Name]
[Date]

[Recipient Name]
[Recipient Title]
[Stakeholder Group/Department]

Subject: Review of Strategic Initiative: [Project Name]

Dear [Recipient Name],

I am writing to formally communicate the outcome of our recent evaluation regarding the [Strategic Initiative Name] launched on [Start Date]. After a comprehensive review of our key performance indicators and operational milestones, we have determined that the initiative has failed to meet its intended strategic objectives.

Our analysis indicates that the failure resulted from a combination of the following factors:

- Gaps between the high-level strategic vision and departmental execution.
- Insufficient allocation of [Resources/Capital/Personnel].
- Unforeseen shifts in the market landscape that invalidated initial assumptions.
- [Additional Factor, e.g., Communication breakdowns or technical limitations].

As a result of these findings, leadership has decided to [Cease/Pivot/Restructure] this specific plan effective [Date]. While this outcome is disappointing, it provides critical data that will inform our future planning cycles. We are currently conducting a "Lessons Learned" session to ensure that these execution gaps are addressed in our upcoming [Quarterly/Annual] strategy.

We acknowledge the hard work put forth by the team. Our immediate priority is to reassign current resources to [New Priority Project] to minimize further impact on our organizational goals.

If you have questions regarding the transition or the data behind this decision, please reach out to [Contact Person/Department].

Sincerely,

[Signature]

[Sender Name]