

[Your Name]
[Your Title]
[Date]

[Recipient Name]
[Recipient Title]
[Company Name]

Subject: First Month Progress Review - [Project Name/Employee Name]

Dear [Recipient Name],

I am writing to follow up on the progress made during the first month of [Project Name/your employment]. As we have reached the 30-day milestone, it is an ideal time to review the initial goals and track the results achieved so far.

Below is a summary of the key milestones completed during this period:

- [Milestone 1: Description of achievement]
- [Milestone 2: Description of achievement]
- [Milestone 3: Description of achievement]

Current metrics and data points indicate that we are [on track / ahead of schedule / currently addressing delays] regarding the primary objectives. Specifically, [mention a specific metric or success].

For the upcoming month, our primary focus will shift toward:

- [Next Goal 1]
- [Next Goal 2]

Please let me know if you have any feedback regarding the progress to date or if there are any adjustments you would like to suggest for the next phase. I am available for a brief meeting on [Date] at [Time] if you wish to discuss this in more detail.

Thank you for your continued support.

Sincerely,

[Your Signature]
[Your Printed Name]