**<<Company Name>> Monthly Update**

# Month Year Monthly Recap

Provide a high level summary of the major activities that took place in your organization during the previous month. Limit this to a few paragraphs.

### Monthly Financial Update

Provide an overview of the organization’s financial picture. Include targets, shortfalls, windfalls, etc. This also serves to raise financial acumen in your organization and drives behavior xxx. Include important variables like;

* Purchase orders received
* Revenue earned
* Gross Profit
* SG&A
* Operating Profit
* Cash flow metrics
* Any other key indicators important to your business

### Safety Moment

Include a monthly safety topic.

### Upcoming Events

List any important upcoming events that employees should be made aware of.

### Employee Recognition

Include a section to recognize employees for achievements, etc.

### Goals Update

Include a section to update employees on where the organization is at in reaching its goals for the year.