

Content Schedule Shift Announcement

Dear Team,

We would like to inform you of a shift in our content schedule. Effective [Start Date], the following changes will take place:

- **Content Type:** [Specify content type]
- **New Release Date:** [New date]
- **Reason for Shift:** [Brief explanation]

We appreciate your understanding and flexibility during this transition. Please feel free to reach out if you have any questions or concerns.

Thank you,

[Your Name]

[Your Job Title]

[Company Name]