

Rebranding Execution Calendar

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Name]

Subject: Rebranding Execution Calendar

Dear [Recipient's Name],

As part of our rebranding initiative, please find below the execution calendar that outlines key milestones, tasks, and deadlines to ensure a smooth transition:

Task	Responsible Party	Start Date	End Date	Status
Market Research	[Team/Person]	[Start Date]	[End Date]	[Status]
Brand Design	[Team/Person]	[Start Date]	[End Date]	[Status]
Website Overhaul	[Team/Person]	[Start Date]	[End Date]	[Status]
Marketing Strategy	[Team/Person]	[Start Date]	[End Date]	[Status]
Launch Campaign	[Team/Person]	[Start Date]	[End Date]	[Status]

Please review the calendar and let me know if you have any questions or require further information.

Thank you for your cooperation.

Sincerely,
[Your Name]
[Your Position]
[Your Company]