

# Rebranding Milestones and Deadlines

Dear Team,

As we embark on our rebranding journey, we would like to outline the key milestones and deadlines to ensure a smooth transition. Below are the details:

## Milestones

- **Research and Development:** Completed by January 15, 2024
- **Brand Strategy Finalization:** Due by February 10, 2024
- **Design Creation:** Expected by March 5, 2024
- **Website Redevelopment:** Launching on April 20, 2024
- **Marketing Campaign Rollout:** Scheduled for May 1, 2024

## Deadlines

- **Stakeholder Review of Brand Concepts:** January 30, 2024
- **Final Approval of Branding Assets:** March 15, 2024
- **Internal Training on New Brand Guidelines:** April 10, 2024
- **Official Launch Event:** June 1, 2024

Your cooperation is vital to the success of our rebranding efforts. Please mark these dates in your calendars and prepare for upcoming tasks.

Best regards,  
[Your Name]  
[Your Position]  
[Company Name]