

Shipping Task Distribution

Date: [Insert Date]

Dear Team,

I hope this message finds you well. As we approach our shipping deadlines, I want to distribute the tasks among our team members to ensure a smooth workflow.

Task Assignments:

- **John Doe:** Prepare shipping labels and documentation for orders #1001 to #1010.
- **Jane Smith:** Pack items for orders #1011 to #1020 and ensure quality checks are completed.
- **Mike Johnson:** Coordinate with couriers for pickups and deliveries scheduled for this week.
- **Linda Brown:** Update the shipping database and confirm shipments in the system.

Please ensure that all tasks are completed by the end of the week. If anyone encounters issues or has questions, do not hesitate to reach out.

Thank you for your cooperation and hard work.

Best regards,

[Your Name]

[Your Position]

[Company Name]