

Weekly Newsletter Schedule Update

Dear Team,

We would like to inform you about the upcoming schedule for our weekly newsletter.

Newsletter Schedule:

- **Monday:** Content Planning
- **Tuesday:** Drafting Articles
- **Wednesday:** Design and Layout
- **Thursday:** Final Edits
- **Friday:** Distribution

Please ensure that all submissions are sent by the end of each designated day to keep the process on track.

Thank you for your cooperation!

Best regards,
Your Newsletter Team