

# Work Submission Rules

Dear Team,

Please adhere to the following guidelines when submitting your work:

1. All submissions must be in digital format, preferably PDF.
2. Submissions should be made by 5 PM on the due date.
3. Ensure all documents are properly formatted and free of errors.
4. Include a cover page with your name, project title, and submission date.
5. Email your submission to **submissions@example.com**.

Thank you for your cooperation.

Sincerely,  
Your Name  
Your Position