

Holiday Production Schedule

Dear Team,

As we approach the holiday season, it is essential to align our production schedule to ensure timely delivery. Below is the proposed schedule:

Holiday Production Schedule

Date	Task	Responsible	Status
December 1	Finalize product designs	Marketing Team	Pending
December 15	Start production	Production Team	Pending
December 20	Quality check	Quality Assurance	Pending
December 25	Final delivery	Logistics Team	Pending

Please review the schedule and ensure your tasks are completed on time. Let's work together to make this holiday season a success!

Best regards,

[Your Name]

[Your Position]