

Internal Memo

To: [Recipient's Name]
From: [Your Name]
Date: [Date]
Subject: Postponement of Project [Project Name]

Dear Team,

We regret to inform you that the [Project Name] has been postponed due to [reason for postponement]. The original timeline has been impacted, and we believe that taking this additional time will allow us to enhance the project's quality and outcomes.

Please update your schedules accordingly, and we will keep you informed about the new timeline and any further developments.

Thank you for your understanding and continued support.

Sincerely,

[Your Name]
[Your Job Title]
[Your Contact Information]