

# Adjusted Team Schedule Notification

Dear Team,

We hope this message finds you well. Due to recent developments, we have made adjustments to our team schedule. Please find the updated schedule below:

## Adjusted Schedule

Date	Time	Activity	Location
Monday, October 30	10:00 AM - 11:00 AM	Team Meeting	Conference Room A
Wednesday, November 1	2:00 PM - 3:00 PM	Project Planning	Zoom
Friday, November 3	1:00 PM - 4:00 PM	Work session	Office

Please make sure to update your calendars accordingly. If you have any questions or concerns, feel free to reach out.

Best regards,

[Your Name]

[Your Position]