

# Subject: Adjustments to Project Workflow Due to Unexpected Issues

Dear Team,

I hope this message finds you well. As you are aware, we have encountered some unexpected issues that have affected our original project timeline and workflow. In light of these developments, it is essential that we make some adjustments to ensure we remain on track to meet our objectives.

Effective immediately, the following changes will be implemented:

- Extension of the project deadline by two weeks to accommodate additional testing.
- Restructuring of task assignments to address the bottlenecks identified during our recent review.
- Weekly check-in meetings to monitor progress and provide support where needed.

It is crucial that we all remain flexible and communicate openly during this time. Please do not hesitate to reach out with any questions or concerns you may have regarding these adjustments.

Thank you all for your understanding and cooperation as we navigate these challenges together.

Best regards,

[Your Name]

[Your Position]

[Your Company]