

Project Phase Shift Notification

Date: [Insert Date]

To: [Project Team/Stakeholders]

From: [Your Name/Your Position]

Subject: Notification of Shifted Project Phases

Dear Team,

I hope this message finds you well. I am writing to inform you of recent changes to our project timeline that affect the phased approach we initially outlined.

Due to [brief reason for the shift, e.g., unforeseen circumstances, resource availability], we have decided to adjust the following project phases:

Revised Project Phases

- **Original Phase 1:** [Description] - **New Date:** [New Date]
- **Original Phase 2:** [Description] - **New Date:** [New Date]
- **Original Phase 3:** [Description] - **New Date:** [New Date]

Please update your schedules to reflect these changes. We appreciate your understanding and flexibility as we navigate this situation to ensure the success of our project.

Should you have any questions or require further clarification, please do not hesitate to reach out.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]