

Internal Communication Update

Dear Team,

This is a friendly reminder regarding the upcoming deadlines:

- **Project A Report:** Due by March 15, 2024
- **Quarterly Budget Review:** Due by March 22, 2024
- **Employee Feedback Surveys:** Due by March 30, 2024

Please ensure that all tasks are completed on time to facilitate smooth progress.

Thank you for your attention to these deadlines.

Best Regards,
[Your Name]
[Your Position]
[Your Company]