

# Advisory on New Deadline for Ongoing Projects

Date: [Insert Date]

To: All Project Team Members

From: [Your Name]

Subject: Revised Deadline for Ongoing Projects

Dear Team,

We hope this message finds you well. We would like to inform you of an important update regarding the deadlines for our ongoing projects.

After careful consideration and in light of recent developments, the new deadline for all ongoing projects will be [Insert New Deadline Date]. We believe this extension will provide ample time for all teams to meet the project requirements effectively.

Please adjust your project timelines accordingly and communicate any concerns or needs for additional support to your respective managers.

Thank you for your understanding and continued hard work.

Best regards,

[Your Name]

[Your Position]

[Your Contact Information]