

Client: <Internal Office Communication>

Product/Service: **Informational Email (regarding action required)**

Objective: **Kick-start Year-End preparations regarding External Worker and Live Projects**

Get Project Managers and Product Owner to take action early for a smooth year-end transition with their active external workers and projects.

Informational Email sample

SUBJECT: FW: External Worker Year-End Procedures and Deadlines

Hi <NAME>,

Time is of the essence...

PLEASE READ and TAKE ACTION the below year-end email from GWS regarding your Beeline Projects/SOWs and external workers (*just in case you did not receive this email directly.*)

This email is great timing and ties in with the email I sent to product owners last week.

Extending a current SOW/Project beyond 12/31/2016.... extensions MUST be done before Friday December 9th. I suggest getting these CRs into Beeline by end of this month OCTOBER 31st. Additional budget approvals take longer to route through the entire process (apprx~6-8 weeks)

New SOWs/Projects starting January 2017 (same as above) ... get those SOWs into Beeline by end of this month OCTOBER 31st to allow time for fund approval and legal review (approx~6-8 weeks) before SOW is active and open to the supplier.

Keep in mind people will be taking holidays over the next couple months...GWS and Legal will be managing more than just our projects, so let's get ahead of this.

Read on

Swiss

<Company email removed>

Note: This Informational Email, an example of my writing style, was created during on the job year-end activities; and sent to my departments' project managers with a cc to the Product Owners.

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