

Certainly! Here's a simple example of a clarification speech for a workplace communication regarding a project deadline update:

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Hello Team,

I wanted to provide a brief update on our current project timeline and ensure everyone is clear about the deadlines.

As you know, the original deadline for the project completion was set for December 15th. However, due to some unforeseen challenges we encountered last week, the deadline has been adjusted to December 22nd.

I want to clarify a few key points:

1. The design phase, originally scheduled to end today, will now conclude on November 25th.
2. The development phase will then start on November 26th and run until December 10th.
3. Testing and final revisions will take place from December 11th to December 19th.

Please make sure to update your schedules accordingly.

If there are any questions or if further clarification is needed, don't hesitate to reach out to me directly.

Thank you for your hard work and flexibility as we navigate these changes.

Best,

[Your Name]

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Feel free to customize this example according to your specific needs or project details.