[Company name]

How to use this document: delete this paragraph before saving, sharing, or circulating it. Every part shown in blue is yours to replace: type your own details over each blue [field] until no blue remains. Then select all (Ctrl+A) and set the font colour to the same dark colour throughout. What is left is your finished document.

[Announcement title]

Announcing changes clearly and calmly: what is changing, why, when, and what staff need to do.

Document control: Document: Announcement Template **Version:** 1.0

Prepared by: _____ **Owner:** _____

From: _____ **Date:** _____ **Review date:** _____ **For:** _____

Date: _____

What is changing

Team / role	What changes	What stays the same
Example: Reception	Sign-in moves to the tablet	Badges still issued at the desk
Example: All staff	Meeting rooms booked in the shared calendar	Booking rules unchanged

Why it is changing [Reason in two or three sentences: the problem or opportunity, and what the change achieves.]

Background: Background document: _____ **Decision made by:** _____

When it takes effect: Effective date: _____ **Transition period:** _____

Old process ends on: _____ **New process starts on:** _____

What staff need to do

Step	By when	Owner
Example: Attend the briefing session	Monday 10:00	All staff
Example: Start using the new process	**[Effective date]**	All staff

Questions: Questions to: _____

Completion checklist: [ ] The announcement states the news, who it affects, and the effective date.

[ ] Each affected team knows what changes and what stays the same.

[ ] A named contact answers questions, and a briefing is scheduled.