## [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. Add or remove table rows to fit your needs. 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 |
| **Prepared by** | **[Name and role]** |
| **Owner** | **[Name and role]** |
| **Version** | 1.0 |
| **Date** | **[DD Month YYYY]** |
| **Review date** | **[DD Month YYYY]** |

| | |
|---|---|
| **From** | **[From]** |
| **Date** | **[Date]** |
| **For** | **[Audience]** |

**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 |
| | | |
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| | | |
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| | | |

**Why it is changing**

**[Reason in two or three sentences: the problem or opportunity, and what the change achieves.]**

# [Company name]

**Background**

| | |
|---|---|
| **Background document** | |
| **Decision made by** | |

**When it takes effect**

| | |
|---|---|
| **Effective date** | **[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**

| ✓ | Check |
|---|---|
| | 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. |