Ashford Business Services Ltd

Announcement title as agreed at the meeting.

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

Document control

Document	Announcement Template
Prepared by	**Sarah Mitchell, Office Manager**
Owner	**David Okafor, Finance Manager**
Version	1.0
Date	**9 November 2026**
Review date	**9 November 2026**

From	From
Date	**9 November 2026**
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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Why it is changing

Reason in two or three sentences: the problem or opportunity, and what the change achieves. as agreed at the meeting.

Background

Background document	
Decision made by	

When it takes effect

Effective date	9 November 2026
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	**9 November 2026**	All staff

Questions

Questions to	

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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.