[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

[Company name]

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	[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	

[Company name]

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.