TEMPLATE 9

Change Announcement to Team

PURPOSE: *Draft the message that announces a change to your team: what is changing, why, what it means for them, what happens next, and how they can get their questions answered.*

To: *Team name*	**From:** *Enter your name*	**Date:** *MM/DD/YYYY*	**Subject:** *Important Update: [Brief description of change]*

THE WHAT

Clear, direct statement of what's changing	*One or two sentences; no preamble*

THE WHY

Reasoning and purpose behind the change	*Explain the thinking, not just the decision*
Connection to team/company goals	*Where possible, link it to what the team already cares about*

IMPACT ON YOU

Specific impacts on the team	*Roles, workload, reporting lines, location, tools*
What stays the same	
What changes	
Timeline	*When each part takes effect*

WHAT'S NEXT

Immediate next steps	*This week*
Longer-term plan	*The next 30–90 days*

YOUR QUESTIONS

How and when questions will be addressed	*"I know you'll have questions." Then say exactly how you will take them*

One-on-one conversations	*Timeline*
Team Q&A	*Date and time*
My availability	*When and how to reach you*

WHAT I KNOW AND DON'T KNOW

I have clarity on	
I'm still learning	*Be authentic about uncertainty*

CLOSING LANGUAGE

> "I want to acknowledge that change creates uncertainty, and that's uncomfortable. I'm committed to being as transparent as possible and keeping you informed as I learn more."
>
> *[Your name]*

Pro Tip: Be kind and empathetic. Change is hard even when it's positive, and your team will remember how you told them long after they have adjusted to what you told them.