

CM Program in-a-box

**Manager communication Welcome Week**

Workplace Change Management National Centre of Expertise

Date: July 2025

Version1

# About this communication

**To**: To be forwarded by managers to their teams.

**Mailing time**: The week before the Welcome Week.

**Purpose**:

* Remind employees of upcoming changes to the work environment
* Encourage everyone to prepare for the transition
* Provide a space for questions and concerns

**Manager’s role**:

* Be well informed about the changes
* Support and guide their team through the transition
* Approach resistance with empathy and openness

*The* [*French version*](https://wiki.gccollab.ca/images/2/26/CM_Program_in_a_box_-_Welcome_week_managers_communication_FR.docx) *of this communication is also available.*

# Email Template

**Subject:** Are you ready for our new workplace?

Hello,

Our Welcome Week for the new optimized work environment will take place from [Insert date] to [Insert date].

I encourage you to take part in the activities—it’s a great opportunity to get familiar with our new shared workspace and the ways we’ll be working together moving forward.

Here’s what you need to know to get ready:

**Helpful resources**

* Take a few minutes to read the Employee Toolkig [Insert hyperlink]. It covers everything you need to know about the new workplace.
* Visit the [Insert intranet page name and hyperlink] page for full details on the transformation project.
* Do you have any questions or concerns? Feel free to talk to me about it. I’m here to support you.

**On-site support**

* Colleagues from the [**Welcome Committee/Change Agent Network**] will be available to guide you.
* You will recognize them by [**insert their distinctive sign or location**]. Don’t hesitate to go and see them!

**Reservations**

* Remember to book your workstation through [**platform name**].
* For meetings, continue using **Outlook** to reserve rooms.

**Special activities**

* The following activities are planned to mark the opening of the new space:
  + [**insert community activities details or hyperlinks**].

I look forward to seeing many of you there!

Thank you for your cooperation and commitment to making this new space a **welcoming, flexible and inspiring** place to work.

See you soon,

[**Manager’s signature**]