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**Workplace Transformation Program**

**floor plan announcement**

**ENGLISH VERSION**

**Date:** jANUARY 2023

Floor Plan Announcement – Workplace Transformation Program

***To be removed before sending***

**Objective:** announce the new floorplan to all impacted employees

**Target audience for this document:** all impacted employees

**Who should send the announcement**: Project Sponsor

**Expected outcome**: inform the employees

The **French version** of this document is available here : [FR version](https://wiki.gccollab.ca/File:WTP_-_Floor_plan_announcement_FR.docx)

**TO:** All employees impacted by WTP

**CC:** Change Manager

**FROM:** [PROJECT SPONSOR]

**SUBJECT:** Our New Floorplan for [LOCATION]!

Good [afternoon],

We are excited to share with you a preliminary floorplan for [LOCATION]! This new **modern**, **efficient** and **inclusive workplace** responds to our needs and supports a flexible way of working.

We invite you to use this floorplan to visualize how you could use the space, where you could focus or collaborate and what this new workspace has to offer. Your new workspace will be composed of various workpoints in 3 separate zones, designed to help you complete your daily tasks by promoting concentration, collaboration and team work.

If you would like more information on GCworkplace, zoning and workpoints, please refer to [the Townhall presentation] and [our intranet page].

Should you have any questions related to our new floorplan, please contact [EMAIL].

[PROJECT SPONSOR THANKS & SIGNATURE]