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**CM Program in-a-box: Optimization**

**employee invitation to the project announcement townhall**

**VERSION 1**

**Date:** November 2024

Employee invitation to the project announcement townhall - CM Program in-a-box: Optimization

**SUBJECT**: Workplace optimization at [insert address].

As part of [Budget 2024](https://budget.canada.ca/2024/report-rapport/budget-2024.pdf), the government announced a 50% reduction in its office portfolio, notably to release vacant and underused space for conversion to housing.

I invite you to an information session to learn more about how our organization can contribute to this national effort by optimizing our [insert address] workplace.

We'll discuss the implications of this initiative for our spaces. We'll also look at new ways of using our offices and the adjustments needed to continue working effectively in this new context.

**Come and join us!**

Date: [Signature of executive sponsor].

Time: [Signature of executive sponsor].

Location to attend in person: [Signature of executive sponsor].

Link to participate online: [Signature of executive sponsor].

If you require accommodation for this townhall, please write to us at: [insert email address]

I'm counting on you to turn out in force.

[Signature of executive sponsor]