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**Workplace Transformation Program**

**Project announcement to employees**

**VERSION 2**

**Date:** JuNE 2023

Communique to employees for project kick-off or announcement

***To be removed before sending***

**Objectives:** Raise awareness among employees with regard to their future workplace

**Whom should this be sent to:** All employees who will be using the future space

**When to send**: To be sent in advance of the project being announced to the affected employees

**Who should send the invitation**: Client Project Sponsor – Deputy Minister or Assistant Deputy Minister Level

**Expected outcome**: Ensure as many employees as possible are aware, have a sense of the changes and benefits to be expected of the future design of the workplace

The proposed message below must be adapted by respective clients to ensure the message follows internal cultural attributes, organizational vision, name of the project, and any specifics details

The **French version** of this document is available here : [FR version](https://view.officeapps.live.com/op/view.aspx?src=https%3A%2F%2Fwiki.gccollab.ca%2Fimages%2Ff%2Fff%2FWTP_-_Annonce_du_projet_aux_employ%25C3%25A9s.docx&wdOrigin=BROWSELINK)

**TO:** All impacted [EMPLOYEES] located at [LOCATION]

**CC:** All [CLIENT] directly and indirectly impacted people managers

**FROM:** [EXECUTIVE SPONSOR]

**SUBJECT:** [CLIENT] [LOCATION] Our future workplace at [location] or [name of the project]

Over the past few years, we've radically changed the way we work and interact. With COVID-19 and the implementation of the hybrid working model, it was essential for [Senior Management] to carry out a thorough reflection on different aspects of our work, such as :

* our long-term use of office space;
* the reorganization of our available workspaces;
* the employee experience in a hybrid work model;
* our work environment as a lever for inclusion, accessibility and well-being.

**Modernization of [name of building, floors, etc.]**

Following this reflection, our organization decided to modernize the [name of building, floors, etc.], in collaboration with Public Services and Procurement Canada (PSPC) as part of its *Workplace Transformation Program*.

The objective of this work is to create a work environment that will offer, among other things:

* a variety of work points adapted to what you do in the office, promoting flexibility, productivity and mobility;
* technological innovations that facilitate collaboration and team-building in the hybrid work model;
* increased accessibility and ergonomic equipment that contribute to the inclusiveness of our organization;
* and much more!

Please note that the modernization of spaces does not modify our organization's [Directive on the hybrid work model](https://www.canada.ca/en/government/publicservice/staffing/common-hybrid-work-model-federal-public-service.html) [you can change the hyperlink to that of your organization's directive], nor your telework agreement. It simply aims to ensure that you are better equipped to carry out your tasks when you work in the office.

**Next step**

In the coming weeks, you will receive an invitation to attend an all-staff meeting where you can learn more about the project.

Your participation in this and subsequent activities is essential to ensure the smoothest possible transition to this new environment, better adapted to our needs. **We're counting on you to turn out in force!**

Let's look forward to these exciting changes! In [the next year, the next few months, adjust according to your timetable], we will benefit from a modernized space that will give us the means to pursue our mandate and always better serve Canadians [you could also link this to your strategic plan or other organizational objectives].

Thank you,

[Executive Signature]