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**Workplace Transformation Program**

PROJECT ANNOUNCEMENT TO EMPLOYEES

**VERSION 2**

**Date:** DECEMBER 2023

Employee communiqué for project launch or announcement - Workplace Transformation Program

***To be removed before sending***

**Objectives:** Raise employees' awareness of their future work environment.

**Who to send the invitation to:** All employees who will be using the future space.

**When to send it:** To be sent after the project has been announced to the leadership team.

**Who should send the invitation:** Client's project sponsor level - Deputy Minister or Assistant Deputy Minister.

**Expected results:** Ensure that as many employees as possible are informed and have an idea of the changes and expected benefits of the new workplace design.

**The message suggested below needs to be adapted by the respective clients to ensure that it respects internal cultural attributes, organizational vision, project name and other specific elements.**

The **French version** ofthis document is available here : [Version FR](https://view.officeapps.live.com/op/view.aspx?src=https%3A%2F%2Fwiki.gccollab.ca%2Fimages%2F2%2F21%2FWTP_-_Project_announcement_to_employees.docx&wdOrigin=BROWSELINK)

**To:** All affected employees at [LOCATION]

**c. c.:** All personnel managers directly and indirectly involved in [Organization]

**From:** [Executive in charge]

**SUBJECT:** Our future workplace at [location] or [project name]

Over the past few years, we've radically changed the way we work and interact. With the changes brought about by the COVID-19 pandemic and the implementation of the hybrid working model, it was essential for [senior management] to carry out a thorough reflection on various aspects of our work, such as:

* the way we use our offices for the long term;
* the reorganization of our available workspaces;
* 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 is planning 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 aim of this possible work is to create a working environment that offers, among other things:

* a variety of workpoints adapted to the activities you perform in the office, promoting flexibility, productivity and mobility;
* technological innovations that facilitate collaboration and team cohesion in the hybrid work model;
* increased accessibility and ergonomic equipment that contribute to the inclusion of our organization;
* much more!

Note that a space modernization does not modify our organization's [hybrid work model directive](https://www.canada.ca/fr/gouvernement/fonctionpublique/dotation/modele-travail-hybride-commun-fonction-publique-federale.html) [you can change the hyperlink to your organization's directive], nor your telecommuting agreement. The objective is simply 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 events is essential to your understanding of the next steps. **We're counting on you to get involved!**

We're delighted with this exciting development! We hope it will enable us to benefit from a modernized space in the near future. We firmly believe that this will give us the means to pursue our mandate and always better serve Canadians [you could also relate this to your strategic plan or other organizational objectives].

Thank you,

[Executive signature]