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**Workplace Transformation Program**

**SEEKING CHANGE AGENTS**

**VERSION 1**

**Date:** SEPTEMBER 2022

**TO:** All senior leaders and people managers of impacted employees

**CC:** Change Manager

**FROM:** [EXECUTIVE SPONSOR]

**SUBJECT:** [CLIENT] [LOCATION] Seeking Change Agents to Support [PROJECT NAME]

Good afternoon,

As part of [RPOJECT NAME], the project team is looking for [BRANCH/DIRECTORATE] representatives to join the Change Agent Network!

Do you know someone who…?

* Has worked within the organization for 2 years or more and has a strong understanding of Branch and/or Directorate requirements.
* Has experience undergoing organizational change in the past.
* Identifies as optimistic about change and is excited for our upcoming project.
* Has the capacity to support engagement activities with the project team and employees within the organization.
* Identifies as charismatic, a good communicator and is trusted by the team.

People managers are often ideal candidates as Change Agents as they frequently work with and support impacted employees. In the instance that your People Managers do not have the capacity to support the project team as a Change Agent, please consider identifying a representative within your branch/directorate to support.

Interested employees must write a paragraph summarizing why they would make a great Change Agent for [PROJECT NAME]. They can submit paragraph via email to [CONTACT] by [DATE].

Becoming a Change Agent is a very exciting opportunity as it allows for increased employee recognition, an improved understanding of change management, and provides opportunities to improve leadership skills. Change Agents will become super users of the change and all new policies and technologies the organization adopts as part of this change. Overall, Change Agents dramatically increase the potential for success of the project, as well as sustainment of our new workplace.

[EXECUTIVE SPONSOR THANKS & SIGNATURE]