****

**Workplace Transformation Program**

**COMMUNIQUE for Retrieval of Personal and Business Assets to Leadership and managers**

**VERSION 1**

**Date:** MAy 26, 2022

COMMUNIQUE - Retrieval of Personal and Business Assets to Leadership and managers

***To be removed before sending***

**Objectives:** equip leaders and managers with the knowledge they need to support their employees understand why the retrieval of personal and business assets needs to take place and how to do it

**Whom should this be sent to:** leaders and managers (including off-site managers) of employees who have personal and/or business assets in the location of the future space.

**When to send the communiqué** : To be sent once the clean-up of the existing space is ready to commence. Coordinate this initiative with your IM team and Accommodations/Facilities Management group. This communiqué needs to be sent prior to the ***COMMUNIQUE - Retrieval of Personal and Business Assets to Employees***.

**Who should send the communiqué** : Executive Sponsor in collaboration with the Project Sponsor

**Expected outcome**: Leaders and managers ensure that all employees understand and participate in the retrieval of personal and business assets.

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.

**TO:** All impacted [NAME OF ORGANIZATION] Senior Leaders and/or People Managers located at [LOCATION]

**CC:** All [NAME OF ORGANIZATION] indirectly impacted Senior Leaders and/or People Managers with employees at [LOCATION].

**FROM:** [EXECUTIVE SPONSOR]

**SUBJECT:** [NAME OF ORGANIZATION] [LOCATION] [NAME OF PROJECT] – Retrieval of Personal and Business Assets Announcement

As part of [NAME OF ORGANIZATION]’s upcoming [NAME OF PROJECT] at [LOCATION] the retrieval of personal belongings and the clean up and securing of documents and business assets between [DATES] is a necessary step.

Why are we doing this?

* To transition to a hybrid workplace where employees will have the option to work from a selection of [NAME OF ORGANIZATION] modern office environments, GCcoworking locations, or from home
* To modernize [LOCATION] spaces to give employees more choice over where they choose to work
* To support a digital-first approach, prioritizing paperless filing, note taking and signature tools

What do you need to know as a Senior Leader and/or People Manager?

* On [DATE] an all employee communication will be distributed which will announce the requirements for the retrieval of personal and business assets, including the booking information that you and your teams will need to follow.
* Your team may have questions regarding this initiative—please consult all material attached to support your teams through this change. Included is a copy of the email that will be sent to employees, as well as a guide to support you and your teams through this important first step to creating our future workplace. Should you have questions please contact [CONTACT INFORMATION].

I (and/or my team) work(s) from home, what should I do?

* If you or your employees have permanently shifted to working from home or were onboarded from home and have no personal assets in the office, please disregard the need to book a timeslot to visit the office.
* Work with your employees to support the clean-up of business assets where required.

As we begin retrieving personal and business assets, please be sure to pass along my thanks as we embark on this journey together.

Thank you for your support of this important initiative.

[Executive Signature]