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**Workplace Transformation Program**

INVITATION TO EMPLOYEE TOWNHALL

**VERSION 2**

**Date:** DECEMBER 2023

Invitation to employee townhall – Workplace Transformation Program

***To be removed before sending***

**Objectives:** This document is to be used to invite employees to participate in an employee townhall that will present information on the organizational vision of the future workplace, the features of the *Workplace Transformation Program* and information on the GC Workplace design principles. This session will help staff understand what the project is all about and how they can contribute to it.

**Who should receive the invitation:** All employees affected by the project.

**When to send the invitation**: Within days of the announcement of the *Workplace Transformation Program* project for this location.

**Who should send the invitation**: Executive level, Deputy Minister or Assistant Deputy Minister.

The message suggested below must be adapted to respect internal cultural attributes, organizational vision, project name and other specific elements.

The **French version** of this document is available here: [FR Version](https://wiki.gccollab.ca/images/a/a8/WTP_-_Invitation_%C3%A0_la_s%C3%A9ance_d%27information_ouverte_pour_les_employ%C3%A9s.docx)

**To:** All concerned employees

**FROM:** [RESPONSIBLE EXECUTIVE or DEPUTY MINISTER]

**SUBJECT:** [Invitation to a TOWNHALL on the future of our workplace]

**PLATFORM: [MS Teams or other]**

You've seen the announcement: [name of organization], [will or plans to] modernize the workplace at [ADDRESS/city or cities/floor]. [insert announcement hyperlink]

As mentioned in this announcement, I am pleased to invite you to a Townhall for all staff. This is an opportunity to learn more about:

* the vision and objectives of the modernization project;
* GC Workplace design and benefits;
* the team mandated to deliver the project;
* timelines and next steps.

A question period will follow the presentation.

Your participation in this meeting is essential to ensure the smoothest possible transition, so I'm counting on you to attend in large numbers.

Townhall on the future of our workplace (do not include if this is an invitation in the Outlook calendar)

* **When :**
	+ Townhall in French: (insert date and time)
	+ Townhall in English: (insert date and time)
* **Where:**
	+ In person: (insert meeting room)
	+ Online at (insert platform name and login details)

[Executive signature]