# SMS Templates for Internal Communications

# Reach your employees fast, wherever they are

SMS communications can help you reach employees who may not have easy access to their email inboxes. They can also be used to communicate time-sensitive information to employees at a moment's notice.

To help you quickly respond to situations affecting your employees, we suggest creating pre-made SMS text message templates. If there are certain instances where you need to reach your employees immediately, these templates can help you reach your workforce as quickly as possible.

We've created some pre-made templates for various business situations that may affect employees. Feel free to use these as your own, or to customize them to fit your specific communications needs.

# SMS text message templates for internal communications

### IT Security Alerts

IT SECURITY ALERT: We've been notified that an email from [sender's email address] is fraudulent. DO NOT open this email if it appears in your inbox. Delete it immediately and contact our IT department to inform them of the email.

### Crisis Communications

EMERGENCY ALERT: A [emergency or threat] has been detected at [your employees' workplace or location]. EXIT the location using our emergency protocol. You will receive a follow-up message when it is safe to re-enter the location.

### Event Reminders

REMINDER: On [date], we'll be hosting a company-wide [event] and your attendance is highly encouraged. The [event] begins at [time], and is being held at our [venue or location]. We hope to see you there!

### Shift Scheduling

SHIFT UPDATE: We have updated our shift schedule for the week of [date]. Please check the company website for the full details of our updated schedule. If you have any questions or concerns, please contact your manager at [manager's phone number or email address].

## Employee Onboarding Resources

Hi there! We hope you're finding everything you need while starting out at [company]. If you need any clarification on your tasks or responsibilities, don't hesitate to contact [manager name]. In the meantime, here are some valuable resources to help you better understand your role at [company]:

- Titles of/Links to employee resources

## Weather Alerts

WEATHER UPDATE: We are aware that employees at [location] will experience severe thunderstorms for the next 3-5 hours. During this time employees are instructed to remain inside [vehicles or other shelters] until the extreme weather ceases. We will send an update with updated information if the forecast changes.

## Employee Recognition

CONGRATULATIONS to [employee name] for earning [employee of the month/other merit-based award]! [Employee name]'s hard work has been integral to our success over the past [time frame], and everyone on their team deeply appreciates the professionalism and dedication [employee name] brings day in and day out. Great work!

## HR Policy Updates

POLICY UPDATE: [Company name] will be implementing a company-wide summer vacation program for June to September. Employees will be given one[1] weekend per month to make into a long weekend. Please contact your manager to schedule your weekend vacation, or enter the information within our scheduling software.

# Upgrade your internal communications with SMS messaging

Craft SMS text message templates for the specific situations that your employees encounter. It can be useful to categorize your templates into two groups:

- Messages that need to be sent quickly in case of an emergency (crisis communications, IT security updates, etc.).

- Messages that need to be sent quickly during the regular course of work (shift updates, event reminders, etc.).

Using ContactMonkey, you can easily import your SMS text message templates, input the relevant information, and send them in an instant. ContactMonkey's SMS messaging feature also helps you determine which of your text messages garnered the most engagement, so you can refine your content and get more eyes on your messages.

To learn more about SMS messaging for internal communications and see ContactMonkey in action, book a free demo whenever you're free.
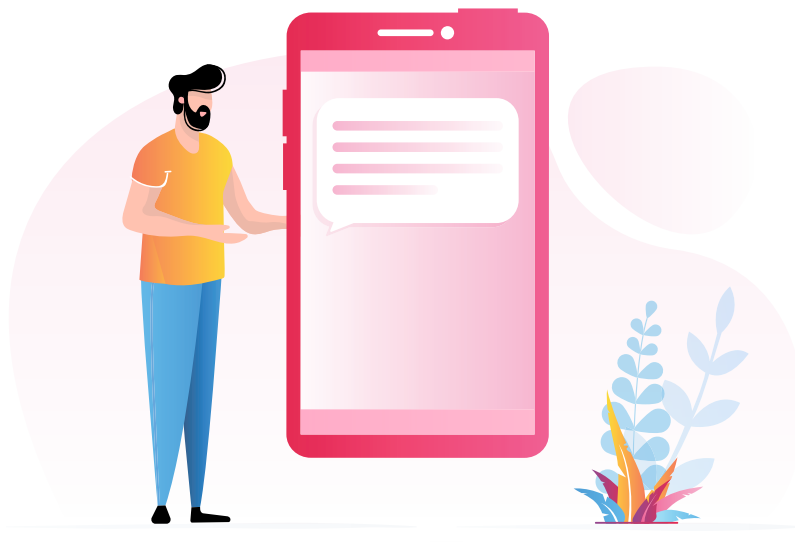
# About ContactMonkey

ContactMonkey is an internal communications and employee engagement tracking solution that integrates into Outlook and Gmail inboxes. We built our tool to help internal communicators transform employee newsletters into a two-way communication channel.

Use ContactMonkey to create, send, and track internal emails, collect employee feedback, measure the effectiveness of your corporate communications. Build beautiful employee newsletters with the easy-to-use template builder, manage company events from your inbox, gather honest employee feedback with various surveys and eNPS, and measure internal communications ROI with comprehensive metrics.

## Ready to Elevate Your Internal Communication Strategy?

**Book a Demo**