# **Sample Emails to Employees About a New Process: 8 Free Templates**

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### **IT policy change announcement email template**

| **To** |  |
| --- | --- |
| **Cc** |  |
| **Subject** |  |
| Dear employees,  [Company name] is introducing a new IT policy that [describes the nature of the policy change]. This change will affect how employees [describe impact on employees’ regular IT procedures].  In order for employees to comply with this latest IT policy change, you’ll need to [describe the steps employees need to take to comply with IT policy change].  We understand that this may impact how you regularly conduct your work. We apologize for the inconvenience, but this change will ultimately make [company name]’s IT infrastructure safer and more secure in the long term.  Thank you for understanding, and we appreciate you taking the time to complete the tasks required by this IT policy change. If you need additional information or help, please reach out to [personnel responsible for communicating IT policy changes].  Sincerely,  [internal communications lead, IT policy lead, or leadership] | |

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### **Vacation policy announcement email template**

| **To** |  |
| --- | --- |
| **Cc** |  |
| **Subject** |  |
| Dear employees,  [Company name] has recently updated our vacation days policy. Starting on [date], employees will receive [number of vacation days] for [the year or other timeframe]. The rollover date for your vacation days will be on [date].  In order to schedule your vacation days, please access [the relevant website or resource]. You can use [website or resource] to track how many vacation days you have remaining for [the year or other timeframe].  If you have any questions about our new vacation days policy, please reach out to [relevant HR representative] to receive additional information about these changes.  Sincerely,  [HR representative, internal communications lead, or leadership] | |

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### **Sick leave policy announcement email template**

| **To** |  |
| --- | --- |
| **Cc** |  |
| **Subject** |  |
| Dear employees,  We have recently updated our sick leave policy at [company name]. These changes come after [reasons for change], and will be implemented on [date].  Sick leave requests will now be managed via [software solution, website, or other resource]. Please manage your sick leave requests, remaining sick leave days, and personal healthcare information from here. You will be given [number] of sick days per year, with the rollover date being [date].  [HR lead or relevant personnel] led this new sick leave policy initiative, so if you have any questions please reach out to them and they’ll be happy to help you.  Sincerely,  [HR lead, internal communications lead, or leadership] | |

### **Change management announcement email template**

| **To** |  |
| --- | --- |
| **Cc** |  |
| **Subject** |  |
| Dear employees,  We have recently made the decision to adopt [meeting scheduling software] as our new meeting software. [Change management stakeholder or department] will take the lead on implementing this new solution at [company name].  [Meeting scheduling software] will make it easier and faster to set up meetings between employees and customers alike. Please install [meeting scheduling software] on your company devices and set up your accounts by [date] at the latest.  [Change management stakeholder or department] will be scheduling training sessions with employees within the next [timeframe]. These sessions are mandatory so please make time in your schedule to attend.  If you experience any issues with [meeting scheduling software], email your questions to [change management stakeholder or department] and they’ll get you set up on this new software. We appreciate your cooperation as we make changes to improve how we can best serve our customers and connect with our employees.  Sincerely,  [Change management stakeholder or department, internal communications lead, or leadership] | |

### **Expenses policy announcement email template**

| **To** |  |
| --- | --- |
| **Cc** |  |
| **Subject** |  |
| Dear employees,  [Company name] has a new solution for getting reimbursed for your business expenses. Starting [date], we’ll be using [expense software name] for submitting and reimbursing your business expenses and receipts.  If you are not sure what purchases fall under our business expense policy, please consult [relevant documents or webpage]. For any questions relating to business expenses, you can contact [staff responsible for business expenses].  Sincerely,  [Business expense staff or department, internal communications lead, or leadership] | |

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### **New department announcement email template**

| **To** |  |
| --- | --- |
| **Cc** |  |
| **Subject** |  |
| Dear employees,  We’re excited to announce a big change coming to [company name]: we will be introducing a new [department or division name] on [date]. [Company name] is always growing, and [new department or division name] will help us [department duties] better than ever before.  [New department lead name] will be heading this department, and will be in charge of hiring additional employees in the future. We’re optimistic about [new department lead name]’s plan for [new department or division name], and we’re certain that it will help [company name] grow stronger going forward.  If you have any questions about [new department name], please contact [new department lead name] whenever you’re able. They’ll be happy to answer any and all your questions.  Sincerely,  [New department staff or lead, internal communications lead, or leadership] | |

### **Stock option program announcement email template**

| **To** |  |
| --- | --- |
| **Cc** |  |
| **Subject** |  |
| Dear employees,  Due to our continued success, we will be introducing a [company name] stock options program. This is a great opportunity to benefit from ongoing the success of [company name] and your own hard work.  Our stock options program allows employees to purchase shares in [company name] at a predetermined price, regardless of the future value of those shares. Each employee will be given a set amount of stock options available for purchase. You will have the option to exercise these stock options after [date].  We have issued documents pertaining to our stock options program, and should you want to participate in our stock options program you will need to submit these documents by [date]. Details about our stock options program, such as the number of stock options available to you, vesting period, and other information will be provided within these documents.  For all questions related to [company name]’s stock options program, please contact [finance or relevant department representative].  Sincerely,  [Finance staff or lead representative, internal communications lead, or leadership] | |

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### **Training program announcement email template**

| **To** |  |
| --- | --- |
| **Cc** |  |
| **Subject** |  |
| Dear employees,  As part of [company name]’s transition to [new software or process], we will be conducting employee training for personnel within [relevant department or division]. This training will cover how to [use or navigate][new software or process], and will begin on [date].  This training program will be conducted via [in-person or remote learning portal]. Your attendance is required for all sessions of this training program, after which you’ll be able to integrate [new software or process] into your everyday tasks.  For questions about your upcoming training program, please contact [relevant manager or training administrator].  Sincerely,  [Training staff, internal communications lead, or leadership] | |