

(Subject Line) Delegate Needed: [Project Name] Change Agent Network

Hello [leader name],

The [Project Name] change has launched, and our next step is to create a Change Agent Network to ensure a smooth rollout.

This project will [shift elements of the purchasing process to the procurement team, policies will be updated, and how we engage suppliers will be changing.] We need the involvement of key stakeholders to ensure that the communications, training, and deployment of new processes provide the right level of support for a smooth transition.

Here's where I need your help. We need a representative who understands how [impacted group name] will be impacted to be part of our Change Agent Network. I'd like for [employee name] to join this team.

Here's the time commitment we would need from [employee name] through [timeframe]:

- Attend a 1-hour Change Agent Network meeting 1 x week
- Reserve 2 hours per week for change management assignments (reviewing comms, meeting with members of the impacted groups, assisting with deliverables)

I'm excited about the positive impact [Project Name] will have on the business and employees, I'm and looking forward to building a plan to manage the people side of change with this network.

Please respond with your approval for [employee name] (or the delegate of your choice) to join our network by end of day [date]. I'll be sending out a welcome email and meeting invitations on [date], so please be sure to let [him/her] know of this assignment before then.

Thank you for your support of this important initiative,
[business sponsor name]