

(To be used to document a verbal conversation with leader)

(Subject Line) Thank you!

Hello [leader name],

Thank you for your approval for [employee name] to join the [project name] Change Agent Network! [His/Her] knowledge and participation will be invaluable as we build and execute the plan for leading the people side of change for this important initiative.

Here's a recap of the time commitment we'll 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'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]