

(Subject Line) Welcome to the team!!

Hello [employee name],

Welcome to the [project name] Change Agent Network! This is an important initiative, and I'm thrilled that you're joining this team.

The Change Agent Network will be focused on creating the right level of communications, training, and support for the <fill in your initiative> that will be rolling out over the next several months.

Here's the time commitment you can expect 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)

We understand the importance of engaging key stakeholders. Your experience and knowledge of the impact to [name of impacted group] be invaluable as we build and execute a plan to support people in the impacted groups.

You'll receive a reoccurring meeting invitation for the Change Agent Network meetings. **Please make every effort to attend these meetings. We will be making decisions and moving forward very quickly.**

Thank you for being part of this important initiative,
[business sponsor name]