

# Internal Communication during Crisis

**Date:** [Insert Date]

**To:** All Employees

**From:** [Your Name], [Your Position]

## **Subject: Important Update Regarding Current Situation**

Dear Team,

As you may be aware, we are currently facing [briefly describe the crisis situation]. We want to ensure that you are informed of the steps we are taking to address this issue and to support you during this time.

Our top priority is the safety and well-being of our employees. We are actively monitoring the situation and implementing necessary measures, including:

- [Measure 1: e.g., Working remotely]
- [Measure 2: e.g., Health and safety protocols]
- [Measure 3: e.g., Support resources available]

Please stay tuned for updates, which we will provide as new information becomes available. It is important that we maintain open lines of communication during this period. If you have any questions or concerns, do not hesitate to reach out to your manager or HR.

Thank you for your understanding and cooperation as we navigate this challenging time together.

Sincerely,

[Your Name]

[Your Position]