

Internal Communication: Employee Rebranding Announcement

Dear Team,

We are excited to announce that as part of our ongoing efforts to strengthen our brand and align our identity with our mission and values, we will be undergoing a rebranding initiative. This change is aimed at enhancing our visibility in the marketplace and fostering a stronger connection with our clients and the community.

Key Dates:

- **Rebranding Launch Date:** [Insert Date]
- **Employee Training Session:** [Insert Date]

Please find attached the detailed plan, including timelines, key points of contact, and a FAQ section to address any queries you may have.

Your feedback is valuable, and we encourage you to share your thoughts and ideas as we embark on this exciting journey together.

Thank you for your continued dedication and support.

Best Regards,

[Your Name]
[Your Title]
[Your Company]