

Change Management Briefing for Managers

Date: [Insert Date]

To: [Manager's Name]

From: [Your Name]

Subject: Change Management Briefing

Dear [Manager's Name],

As we continue to navigate through the evolving landscape of our organization, I would like to invite you to a Change Management Briefing scheduled for [Insert Date and Time]. This session will provide valuable insights into the upcoming changes and the strategies we will implement to ensure a smooth transition.

The agenda for the session will include:

- Overview of the upcoming changes
- Impact on teams and operations
- Strategies for effective communication and support
- Q&A session

Your role as a manager is critical in facilitating this change, and your input will help shape our approach. Please confirm your attendance by [Insert RSVP Date].

Thank you for your cooperation and leadership during this transition.

Best regards,

[Your Name]

[Your Position]

[Your Contact Information]