

Communication Plan for Business Continuity

Date: [Insert Date]

To: [Recipient Name]

From: [Your Name]

Subject: Business Continuity Communication Plan

Dear [Recipient Name],

As part of our commitment to ensuring business continuity during unexpected events, we have developed the following communication plan. This plan outlines the processes that will be followed to maintain effective communication with all stakeholders.

Objectives

- Ensure timely updates on the status of business operations.
- Provide clear instructions for employees and stakeholders during disruptions.
- Maintain trust and transparency with clients and partners.

Key Contacts

- [Name, Title, Contact Information]
- [Name, Title, Contact Information]
- [Name, Title, Contact Information]

Communication Channels

- Email Updates
- Company Intranet
- Telephone Outreach
- Virtual Meetings

Frequency of Communication

Updates will be provided at the following intervals:

- Daily updates during active disruptions.
- Weekly summaries when the situation stabilizes.

Action Plan

In the event of a disruption, we will:

1. Assess the situation and gather pertinent information.
2. Draft and distribute a communication to all stakeholders.
3. Monitor feedback and adjust messages accordingly.

We appreciate your understanding and cooperation as we implement this plan to ensure business continuity. Please feel free to reach out if you have any questions or suggestions.

Thank you.

Sincerely,
[Your Name]
[Your Title]