

Departmental Briefing on Business Continuity Plan

Date: [Insert Date]

To: [Department Name]

Dear Team,

As part of our ongoing commitment to ensure the resilience and continuity of our operations, we will be conducting a briefing on the Business Continuity Plan (BCP) specific to our department. This briefing will cover the key elements of the BCP, our roles and responsibilities, and the procedures to follow in the event of a disruption.

Details of the Briefing:

- **Date:** [Insert Date]
- **Time:** [Insert Time]
- **Location:** [Insert Location]

Your participation is crucial to ensuring that we all understand our roles and can respond effectively in emergencies. Please make it a priority to attend.

Thank you for your attention to this important matter. Should you have any questions prior to the meeting, please feel free to reach out.

Best regards,

[Your Name]

[Your Position]

[Your Contact Information]