

Mission Vision Statement Notification

Date: [Insert Date]

To: [Insert Recipient Name]

From: [Insert Your Name/Company Name]

Subject: Notification of Mission and Vision Statement

Dear [Recipient Name],

We are excited to share with you our updated Mission and Vision Statements. These statements reflect our commitment to [briefly explain the purpose of the statements, e.g., guiding principles, future goals].

Mission Statement

[Insert Mission Statement]

Vision Statement

[Insert Vision Statement]

We believe that these statements will inspire and motivate all team members as we work towards our shared goals. We encourage you to embrace them in your daily activities and decisions.

Should you have any questions or feedback, please do not hesitate to reach out.

Thank you for your continued support and commitment.

Sincerely,

[Your Name]

[Your Position]

[Your Company]