

Business Continuity Communication Plan

Date: [Insert Date]

To: [Insert Recipient Name]

From: [Insert Sender Name and Title]

Subject: Business Continuity Communication Plan

Dear [Recipient Name],

In light of the recent events impacting our operations, we have developed a Business Continuity Communication Plan to ensure that our team, clients, and stakeholders remain informed and engaged. This plan outlines the essential communication strategies and protocols to be followed during disruptions.

Objectives

- Ensure clarity of communication to all stakeholders.
- Provide timely updates regarding operational status.
- Maintain transparency throughout the recovery process.

Key Stakeholders

- Employees
- Clients
- Suppliers

Communication Channels

- Email
- Intranet Updates
- Phone Calls
- Video Conferencing

Notification Timeline

Notifications will be sent out at the following key points:

- Initial Notification: [Timeframe]
- Regular Updates: [Frequency]
- Final Update: [Timeframe]

We appreciate your understanding and cooperation as we navigate this challenging time. Please feel free to reach out for clarification or further information.

Sincerely,

[Sender Name]

[Sender Title]

[Company Name]

[Contact Information]