Example email to introduce a change

*Introduce the change, the reason for the change and high-level benefits. Create a vision to help get employees interested and engaged in the changes. Tell them what is happening next. Provide a way for them to get further information and get involved.*

Company Name’s new Human Resource Information System HRIS is coming to your desktop Nov 15th!

HRIS will replace the existing legacy CHIPS system which is no longer able to support our companies’ objectives, with a state of the art cloud based system.

HRIS provides many benefits to the organization including reduced costs, integrated modules, single sign-on, increased processing speed, ease of use, increased reporting capabilities etc. In future, all staff will have access to the system using a self-serve portal to view paystubs, update personal details and benefit elections and their track career path and training.

During the next 8 months we will be working with the Vendor (XXXX) and each department to formalize our collective requirements and implement the system. We will hold monthly Town Hall sessions to provide updates on our progress. In addition, updates will also be provided on our internal XXXX website and XXXX newsletter.

If you would like to volunteer as a change coordinator or tester for your area, please let your department manager know. We ask for your patience during this time as we work to minimize disruptions while moving forward with this exciting project.

If you have any ideas, questions or concerns, please contact our Project Lead XXXX at xxxxx@xxx.com.

XXXX

CEO