

EMAIL TOPIC/PURPOSE:	Victoria Office Move-in Update
ANTICIPATED SEND DATE:	October 22, 2024
BCC (target group):	
FROM (sender):	
SUBJECT LINE:	Victoria Office Move-in Update

* The text beneath the header is on a table with invisible borders that will fit to any screen size. Please copy the entire table to the email body upon send out.

EMAIL TEXT/BODY:

=====BEGIN COPY=====



Hi Team,

We're here—it's crunch time! Our Victoria office move to 940 Blanshard is quickly approaching, and we couldn't be more excited to welcome everyone into our brand-new space.

We know there might be some questions or confusion as we get closer to the move. Don't worry—we're on it! Here's a quick peak at what's to come:

- Day 1
- Day 2
- Day 3
- Mobile workers, resident workers
- Open house!
- Welcome all staff to work

We'll be sharing further updates as soon as possible, so be sure to check out this intranet link for all the latest info: [LINK]. We'll keep you posted with regular updates as we transition, and you can always visit this page for the most up-to-date news.

Here's to a smooth move and an exciting new office!

RSBC-ADM Executive Update: Email Template

Amy

===== End of copy =====

APPROVALS:

Reviewed by	Name	Reviewed for	Date approved
ADM	Amy Miller	Approval, alignment, errors	
ADMO	Dana Eckardt	Style, tone, consistency, grammar, links, errors	
Executive Director			
RSBC Business Area		Style, tone, consistency, grammar, links, errors	

Remember:

- Use the **BCC line** (not the *To* line).
- Send from the represented executive's inbox, not *on behalf of* the signatory.
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