

**Email template – Organization wide communication**

**Top level presentation and information sheet.**

[subject line]

Changing the way we think about the environment

[email text]

Dear <insert name>

Managing our impact on the environment has always been at the heart of our business. Complying with regulations, reducing waste and defects and protecting the world’s resources for future generations has been a key priority.

ISO 14001 Environmental Management System standard has been used by us to help manage our environmental performance, minimising waste and energy use.

The standard has been revised and we need to start preparing for the changes .A top-level presentation and general information sheet is attached, highlighting the main changes we will need to consider, their impact on our organization, as well as our project plan and next steps.

In the near future, we will be running workshop sessions to discuss these changes in greater detail and their impact on our operations.

In the meantime, should you have any questions, please reply to this email or contact me on <insert phone number>.

Kind regards,

<insert name and title>

[attachments]

<top-level presentation>

<general information sheet>