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| TO: | [insert agency name] employees |
| FROM: | [insert position title of head of agency (e.g., sec., director, etc.)] |
| DATE: | August XX, 2016 |
| RE: | Agency Transition Planning and Guidance |

On November 8, 2016, the American people will elect our next president. Seventy-three days later, that president will take office in a peaceful transfer of power that is a hallmark of our American democracy.

To ensure that the presidential transition is efficient and organized, every federal agency must undertake a meticulous planning process. This includes preparing materials to guide the incoming administration, as well as preparing the organization for any changes that may occur when the next president takes office. We must prepare to do our part to assist in that overall effort.

In recent months, I have established a transition team to begin undertaking this challenging but essential task. [insert transition head name] ([insert transition head's position title]) will be leading the effort with my full support.

In the coming weeks and months, transition leadership may ask you to contribute to this effort in different ways. Your support will enable [insert agency name] to continue to deliver on our vision of reaching for new heights and revealing the unknown for the benefit of humankind.

If you have any questions or if anyone outside of [insert agency name] – including but not limited to a presidential candidate’s transition team – contacts you for information related to the transition, please contact [insert name of individual that agency personnel should contact with transition questions] ([insert contact email of said individual]), [insert position title of said individual] dedicated to the transition efforts. He/she will help ensure that we are both helpful and coordinated in our response to these inquiries.

With your help, [insert agency name] will set the example for an efficient, organized agency transition. Thank you for your continued hard work and support.