



Sample Email to Modify for Employees

When you're ready to share the news that Denver's Ready with your employees, feel free to modify the sample email below. The purpose of the email is to let your team know about your commitment to join the coalition, so that they're not surprised to potentially see news or social media about your organization being part of the coalition. At the same time, the emails are meant to give you an opportunity to let your employees know that you will be sharing more information about the steps you're taking to ensure the team is ready to return to your office in person.

[Insert team greeting]

I'm writing to share some exciting news with all of you. *Denver's Ready*, ready for us to head back downtown.

Alongside partners from the [City of Denver](#), [RTD](#), [COVIDCheck Colorado](#), [Gary Community Investments](#) and [Downtown Denver Partnership](#), we've joined a coalition of other businesses to welcome our people back to Downtown Denver responsibly in early May. We know having our employees back in Denver will re-energize our businesses and the Center City along with it. This revival is no small task, and we're ready to offer you whatever support you may need.

How do I know *Denver's Ready*? Through extensive conversation with leaders of the coalition, I know *Denver's Ready* because of our businesses' proven COVID-19 protocols and our city's convenient, widely accessible testing and vaccine sites, with immunization rates expanding each day.

Each company's return-to-the-office path looks different, and that's OK. We're here to help, and ready to meet you wherever you may be in this process. While I've pledged our commitment to help ensure *Denver's Ready* for all of us, I want you to know that we still have more plans to put in place. We're in conversation with the coalition's leaders to help us implement some of the strongest COVID-19 mitigation strategies, and I plan to do everything I can to help all of us as an organization feel ready to emerge from the pandemic with enthusiasm and confidence. You may see our organization listed as one of the coalition members in the coming weeks, so please don't be surprised, and know that we're not alone. In fact, there's a growing number of companies that have joined the coalition.

We've certainly got more to plan [Insert team plan here, as appropriate], and I'm committed to sharing those plans with you as they evolve. But I'm confident that we'll be ready to join our fellow Denverites as we begin to return to our office in May.

Thanks for all you do!