



# Employee communication timeline

for

## Transition period (Optional)

What?	Who?	When?	Comments

## Ongoing communications — 1st Quarter (Year 1)

What?	Who?	When?	Comments

## Ongoing communications — 2nd Quarter (Year 1)

What?	Who?	When?	Comments

## Ongoing communications — 3rd Quarter (Year 1)

What?	Who?	When?	Comments



**Ongoing communications — 4th Quarter (Year 1)**

What?	Who?	When?	Comments

**Ongoing communications — 1st Quarter (Year 2)**

What?	Who?	When?	Comments

**Ongoing communications — 1st Quarter (Year 2)**

What?	Who?	When?	Comments

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