**Introductory Email Template: Let your people know about BrightHR**

No one knows how to talk to your team better than you.

But just in case you’ve been scratching your head about how to tell your employees about BrightHR, we’ve put some words together for you to email to let them know what’s coming.

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Dear [ ],

We’re now using an HR platform called BrightHR.

Through BrightHR you will be able to update your personal details, view documents relating to your employment and request time off for your holidays! What’s more, once you’re registered you can download the BrightHR app for anytime, anywhere access.

We’ve chosen this solution because it’s:

- Easy to use

- Always available

- Secure

Please keep an eye out for an email from BrightHR as this will include a link to complete the registration process.

Kind regards,

[ ]