**Introductory Email Template: Let your people know about Blip!**

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 let your employees know that you’re going to start using Blip. 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 a clocking in and out system called Blip.

Blip let’s you clock in, out and record your breaks all using a handy app, which you can download from your phone’s app store completely free.

We’ve chosen this solution because it’s:

- Easy to use

- Always available

- Secure

Once you’ve downloaded the app, just use the login details you’ve already setup for BrightHR to login. You’ll then see our handy guide to getting started, this will show you everything you need to know about clocking in, out and recording your breaks.

Want to see Blip in action? Just watch this [quick video](https://vimeo.com/387936573).

Kind regards,

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