

Speechwriting Sample

Greet Team Thank you for joining Lavendr Technologies Annual Luncheon.

It is a great opportunity to come together and discuss how we are doing, our future and address any concerns you may have.

Firstly, our teamwork

We are a team, and teamwork takes communication. Recently, we felt that there is a disconnect from us, at the home office and some of you. About rumored, decisions that would affect you all.

No, we are not moving Lavendr Technology in the foreseeable future.

And no, the Boulder location is not closing and there a no major layoffs on the horizon.

We like Denver for the home of Lavendr Technologies.

Our team, whether in the office or working on the shop floor -- have families and cannot 'up and move' on a whim.

So, I want to recognize

Our current plan is to stay here.

This team's numbers are up, productivity too.

Partially because of the great success of the Boulder location. Their teamwork matters.

Your work matters and has made positive changes.

Still, the home office wants to address the rumors

If you are at work and hear something that may affect you or your position, feel free to address it with your managers.

We also have announcements on the corporate website.

For any other job resources or information, you can email or call human resources, some of them are here today.

Reach out and speak up

Spreading rumors is inappropriate, sharing personal information about supervisors and employees is not only unprofessional but can quickly become a privacy or security issue. So do report instances of rumors or gossip to human resources.

That being said,

Having up to date information on your position is important, so we are creating an additional “Lavendr Staff” Newsletter, to provide organizational news, and updates.

Please enjoy your time, the meal and I welcome you to get to know your colleagues.

Thank you, and cheers to your hard work!

SAMPLE