

Job Description Template Distribution Message

Subject: Updated Job Description Templates Now Available

Hi Team,

Great news! We've updated our job description templates to make your life easier. The new templates are now available on the HR portal and reflect our current Job Descriptions Ownership and Writing Policy.

What's new:

- Cleaner, more intuitive format
- Built-in guidance and examples for each section
- Drop-down options for common requirements
- Automatic formatting that meets policy standards
- Links to helpful resources and writing tips

Templates are available for:

- Individual contributor roles
- Supervisory positions
- Management roles
- Executive positions
- Temporary and contract positions

Each template includes helpful prompts to ensure you include all required elements. Simply download, fill in the details, and submit through the usual approval process.

Check out the quick-start guide video (5 minutes) on the portal for a walkthrough. We've also scheduled optional drop-in sessions next week if you'd like hands-on help.

Questions? Reply to this email or stop by HR anytime.

Cheers,

[Your Name]

HR Team

Get more templates here:

<https://www.lettersandtemplates.com/letters/job-descriptions-ownership-and-writing-policy-template>