

SUBJECT: You've Been Selected: Change Champion for ERP Implementation

Dear Change Champions,

As we prepare for our upcoming ERP implementation, *your role is crucial*. This position will be essential in ensuring a smooth transition and effective adoption of the new system.

Why Your Role Matters:

Your involvement will help bridge the gap between our strategic goals and daily operations. By supporting this transition, you will help streamline processes, address issues promptly, and contribute to our overall efficiency. This role also offers opportunities for professional growth and development.

Your Interactions:

- **With Super Users:** Work together to understand the technical aspects and user feedback. Your insights will assist in optimizing the system and addressing practical concerns.
- **With Global Process Owners:** Participate in discussions about processes and strategic goals. Your input will help align the ERP system with our global objectives and best practices.
- **With Regional Process Owners:** Provide feedback on regional needs and challenges. Your contributions will help tailor the system to meet local requirements and ensure effective support.

Your support is vital to the success of this implementation. We look forward to working with you through this important process.

Best regards,

[Your Name]

[Your Title]