

Slack Editorial Guide Announcement

Internal communications sample based on a Slack announcement for an updated editorial and brand style guide.

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| Format | Internal Slack post |
| Audience | Product Docs, Product Development, and Technical Writing teams |
| Purpose | Announce an updated editorial guide and drive adoption |

Channel: #product-docs / #product-development / #technical-writers

Hi everyone,

We've published an updated **Workday Editorial & Brand Style Guide** to help ensure our documentation and content stay clear, consistent, and aligned with Workday's voice.

This guide includes updated guidance on:

- Product terminology and naming conventions
- Tone and voice for workmate-facing and client-facing content
- UI writing standards for buttons, tooltips, and error messages
- Formatting and structure for KBs and product docs
- Accessibility and readability best practices

Our goal is to make it easier for teams across **Product Development, Engineering,** and **Technical Writing** to create content that's consistent and easy for all workmates and clients to understand.

You can view the guide here:

[Workday Editorial & Brand Guide 2026 -> \(link\)](#)

If you're working on product documentation, UI copy, KBs, or Horizon content, this guide should be your starting point.

If you have feedback or notice areas we should expand, feel free to share in this channel or reach out to the Technical Writing team.

Thanks for helping keep Workday content clear and consistent for everyone!

Portfolio note: This sample demonstrates concise internal announcement writing, information hierarchy, audience targeting, and adoption-focused messaging for enterprise content governance.