# Staff Transition Announcement Email Template

**From:** Public Works Director or person in charge of transition (Name)   
**Sent:** Date, Time  
**To:** All Staff  
**Subject:** Small Works, Consultant, and Vendor Rosters Transition

Dear Staff,

As of May/December 1, 2017 the City of XXX will be transitioning to the MRSC Rosters service for maintenance of our Small Public Works, Consultant Roster, and Vendor Rosters. MRSC Rosters will be hosting our entire agency’s individual rosters in their online database at <http://mrscrosters.org/>, posting the annual/biannual roster legal notice on our behalf, and assisting businesses with registration in the system. In preparation for the transition, we will have an all staff meeting on April/November XX to discuss how all departments will discontinue use of the current business applications and begin directing businesses to register with MRSC Rosters from our website.

If you have any questions, please contact Public Works Director or person in charge of transition (Name).

(End Signature)