**Sample message from leadership**

Dear [Team/Department/Colleagues],

As a Commonwealth of Virginia executive branch agency, we’re doing our part to help ensure sound stewardship of resources. One way that each of us can help is by migrating our individual network drive files to Microsoft OneDrive.

***Benefits of taking action***

**Accessibility and efficiency:**

With OneDrive, your documents, presentations and spreadsheets are in one central location and can be accessed from any device, without the need for a virtual private network (VPN) connection.

**Potential cost savings:**

Streamlining our file locations eliminates unnecessary costs and aligns with our commitment to make the most of Virginia resources.

**Leveraging integrated toolsets:**

Our transition to OneDrive is not just about enhancing individual productivity; it's a collective effort to leverage our integrated toolsets. By adopting a unified approach to file management, we contribute to a more sustainable and resource-efficient workspace.

***Your next steps***

* **Migrate now:** Take the first step towards a more organized and efficient workspace by migrating your files to OneDrive. Detailed instructions and support to ensure a smooth transition can be found on the VITA website at [vita.virginia.gov/INDmigration](https://www.vita.virginia.gov/indmigration).
* **Spread the word:** Share your positive experiences with colleagues and team members. The more we collectively do, the greater the impact on our overall efficiency and resource preservation.

Thank you for your commitment to our shared goals.

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