


Proposed Email To Employees About Your Time Off to Vote Policy

Dear Team,

As the election approaches, we want to encourage all employees to participate in this important civic duty.

As you make plans for Election Day, please read our Time Off to Vote policy [\[insert policy link\]](#). Teams are expected to accommodate this time to ensure everyone has the opportunity to cast their vote.

For any questions or additional resources, please visit [Vote.org](#) or [TurboVote](#) to find your polling location, candidate information, and more.

Let's make our voices heard!