Sample Communication Templates

When there are major events at MIT or in the world, it can be helpful to provide opportunity for conversation. This could be with students in a class or with colleagues in your department or team. Broadly speaking, we encourage department heads and faculty to acknowledge what has happened, recognize that it will have an impact on people’s work, and make sure faculty, staff, and students are aware of support resources. The sample templates below, which can be inserted in between your email introductions and closings, are provided to help you to either invite people to a community conversation or to acknowledge the challenges that people might be facing.

Sample Email to Invite Faculty and Staff to Department Meeting

Dear colleagues,

We know [EVENT] may be a significant source of stress for many in our community. I certainly am feeling it. I want to invite each of you to a meeting on [DATE] at [TIME] time to check in and learn how you are feeling and what you are hearing from students as we navigate this difficult time. Although you are under no obligation to attend, my hope is this will be an opportunity for us to connect with one another and determine next steps as a group.

If there is anything related to this situation that you would like to discuss privately, please feel free to reach out to me directly. I also want to make sure you are aware of the resources available to the MIT community, which I have listed below:

1) MIT Center for Work Life and Wellbeing
2) Resources for Faculty and Staff to Support Students
3) Student Support Resources
4) MyLife Services

Sample Email to Colleagues to Acknowledge Events without a Meeting

Dear colleagues,

We know [EVENT] may be a significant source of stress for many in our community. I certainly am feeling it. No matter what your feelings, beliefs, or opinions are, it’s important that we take care of ourselves and support each other during these uncertain times. While some students may be focused on other things, many will be looking to us to see how we respond. These moments can be an opportunity for us to truly make an impact on the lives of our students. Please check in with your students. Acknowledging what is happening and understanding that it might impact them makes such a difference. In your communication to students, please also be sure that they are aware of the vast array of support resources. There are also resources for faculty and staff that you might find helpful here.

If there is anything related to this situation that you would like to discuss privately, please feel free to reach out to me directly.

Sample Email to Students to Acknowledge Events

Dear students,

I know that we usually spend our time talking about [insert course name]. However, in these uncertain times, I anticipate that many of you may be thinking a lot about the [insert event]. I am too. No matter what your beliefs or opinions, you deserve support at this time. That might mean talking to friends or family, reaching out to one of the many support resources at MIT, or taking some extra time for self-care. Please know that, while your learning is of course important to me, your wellbeing is most important. If you need anything from me or the rest of the teaching staff, please let us know.