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# Email announcement to all staff - Enterprise messaging

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**Subject line** Empower your unique workstyle…

Dear all staff,

We’re committed to supporting every single one of you. When you come to work, we want you to feel empowered to be who you are, and succeed in your own way.

That’s why **we’re now giving everyone access** to inclusive technology Read&Write for Work. It’s a powerful set of digital tools to help everyone work with more confidence, accuracy, and efficiency.

As you might know, Read&Write has been a software we’ve offered to those of you who have asked for additional support. We want to remove this barrier, and make it much easier for you to access these tools.

We also realize that **Read&Write brings benefits to many different people**. By making it available to everyone, we’ll all be able to use its features to support our unique way of working.

* **Auditory processors**, Text-to-Speech reads on-screen text out loud so you can choose to process information by listening.
* **Verbal communicators**, Dictation converts the spoken word into text, giving you the power to complete written work verbally.
* **Visual learners**, Highlights allows you to color code and collect digital content from multiple sources into one document, so you can capture, summarize and memorize information with ease.

As well as supporting different workstyles, Read&Write also includes tools designed specifically to support those of us with a neurodiversity such as **dyslexia, autism and ADHD.**

You can learn more about Read&Write by visiting the Read&Write Academy: [**text.help/rw-resources**](https://text.help/rw-resources)

**To access the software**, [Include instructions on how to access the software from the network - or attached instructional documents to the email]

If you have any questions or need help accessing the software, speak to your line manager or contact [insert name of your Read&Write for Work champion].